TURNING technologies

INSTRUCTIONAL, ASSESSMENT DELIVERY
AND DATA COLLECTION SOLUTIONS

TurningPoint cloud

TurningPoint Cloud
Quick Start Guide

081815

Setting Up TurningPoint Cloud Software

Downloading TurningPoint Cloud

The TurningPoint Cloud software is accessible through the Turning Account website.

1. Go to account.turningtechnologies.com to create an account. For information on creating an account, see help.turningtechnologies.com/TurningAccount.
2. After your account has been created, sign in with your *Username* and *Password*.
3. Select Downloads from the left menu.
4. Select the appropriate version of TurningPoint Cloud.
5. Save the file to a specified location.

Installing TurningPoint Cloud (EXE File)

The Extraction Wizard will install the software onto your computer if the "install" version of TurningPoint Cloud was selected from the Turning Account website.

1. Double-click the downloaded setup file.
2. Click Next. The license agreement window opens. Read the *End User License Agreement (EULA)* or click the Print button to print.
3. Select the button labeled I accept the terms in the license agreement to accept.
4. Click Next.
5. Verify the install location. Optionally, select the box labeled Open PowerPoint Polling add-in every time PowerPoint is launched. If selected, the TurningPoint Cloud add-in will open with PowerPoint each time PowerPoint is opened independent of TurningPoint Cloud.
6. Click Next.
7. Click Install. The computer installs TurningPoint Cloud and displays the Finish button on the page when the process is complete.
8. Click Finish. Select the Launch TurningPoint Cloud checkbox to immediately open the application, or double-click the shortcut on the desktop to open the application.

Opening TurningPoint Cloud (Zipped File)

The zipped file must be extracted before TurningPoint Cloud can be opened.

1. Double-click the downloaded ZIP file.
2. Select the desired folder location and click Unzip.
3. Open the unzipped folder and double-click TurningPoint Cloud.exe.

TIP: Create a shortcut for TurningPoint Cloud on the desktop for quicker access. DO NOT remove any files from the Application folder. Application will not function properly if files are removed.

Opening TurningPoint Cloud Mac

TurningPoint Cloud software is downloaded as a DMG file.

1. Double-click the DMG file.
2. Drag and drop the TurningPoint Cloud icon to the Applications folder.

NOTE: It is recommended to create an alias and add it to the Dock.

3. Double-click TurningPoint Cloud.

Setting Up an Offline Password

To use TurningPoint Cloud when you are not connected to the internet, you must set up an offline password.

NOTE: Setting up an offline password is not available to Single Sign-On users.

IMPORTANT

When you are signed in to TurningPoint Cloud offline, online features (ResponseWare and Integrations) will not be available.

PREREQUISITES

You must be connected to the internet to set up your offline password.

1. Open TurningPoint Cloud and sign in to your Turning Account.
2. Click ⚙ on the bottom right corner of the Dashboard.
The *Preferences* window opens.
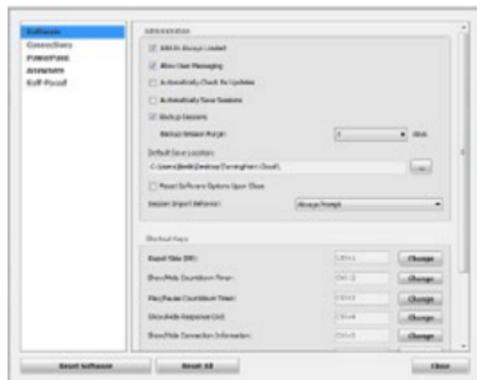
Optionally, the *Preferences* window can be accessed through any of the polling environments.

- To open *Preferences* in the PowerPoint polling environment, click ⚙ on the TurningPoint Cloud ribbon.
- To open *Preferences* in the Anywhere polling environment, click ⚙ and select Preferences.
- To open *Preferences* in the Self-Paced polling environment, click Tools on the menu bar and select Preferences.

3. Click Set Password.
4. Enter and confirm your offline password in the boxes provided.

NOTE: Your password must contain a minimum of eight characters including one upper case, one lower case and one number.

5. Click Set.
6. Click Close to return to the TurningPoint Cloud Dashboard.

TurningPoint Cloud Dashboard

Launch Polling

Create Content

Manage Participant List and Polling Data

Turning Account Username

Seat License Count

Provide User Feedback

Select Participant List

Select Content

POLLING CONTENT MANAGE

Turning Instructor

100 Seats

Feedback

Participants — Anonymous

Auto
Group 101
Group 614

Receiver: None Found

Connection Information

ResponseWare: Click to Connect

Content
None
BIO-101-2
Miliary_Questions_Library
TT-CDP-Carcinogens

PowerPoint® Polling

Deliver interactive PowerPoint presentations using seamlessly created PowerPoint slides or imported TurningPoint Cloud question lists.

Anywhere Polling

Poll over top of web pages, videos, documents or any application using a floating, interactive toolbar that controls key functions.

Self-Paced Polling

Launch assessments, evaluations and surveys that enable participants to work at individual speeds.

Choose Polling Environment

TurningPoint cloud by Turning Technologies

Help & Tutorials

About TurningPoint Cloud

Preferences

The TurningPoint Cloud Dashboard offers one, simple user interface for polling in PowerPoint,® polling in any application and self-paced polling. The Dashboard provides instant management of polling, participants, content, sessions and reports. In order to access the Dashboard, you must sign in to your Turning Account first. Create a Turning Account at https://account.turningtechnologies.com.

Receiver Connection Setup

How to Change the Channel on the Receiver

1. **Plug in** the receiver and open TurningPoint Cloud.
2. Click the channel number below Receiver. The Preferences window opens.
3. Select the channel number from the drop-down menu under ResponseCard Channels. Once the receiver has been set up, it is now possible to begin testing the polling connections. To test the polling connections, the devices (ResponseCards) need to be set to the same channel as the receiver.

RF+ Receiver

RF Receiver

Setting Up a Receiver

When the receiver is plugged in, it is automatically recognized by the computer. The default channel on the RF receiver is set to 41. IR receivers do not work on channels and require no adjustments. The devices (ResponseCards) need to be set to the same channel as the receiver when polling.

IR Receiver

Connect to ResponseWare

ResponseWare must be enabled for participants to use ResponseWare as a response device. The virtual response solution allows participants to respond through web-enabled devices and applications available for smartphones and tablets. If you do not use ResponseWare, skip this task.

How to Set Up ResponseWare

1. Click Click to Connect in the upper right corner of the TurningPoint Cloud Dashboard.
2. Optionally, click Session Options to configure participant settings. Adjust the session options as necessary and click Save.

   Require Participant Accounts - Place a check in the box next to this option to require participants to have licensed accounts to be able to respond. This option is only available if you have a Concurrent License applied to your Turning Account.

   Participant Session Login Information - First Name, Last Name, User ID and Email can be set to *Optional, Require or Don't Show*.
   - If set to Require, participants will be prompted to enter the required fields prior to joining the session.
   - If set to Optional, participants will be prompted to enter the optional fields but can join the session without entering the information.
   - If set to Don't Show, participants will not be prompted to enter the optional fields and the fields will not appear in TurningPoint Cloud reports.

   Participant Messaging - Presenters can configure the messaging feature so that participants can message the presenter and all other participants, the presenter only or disable messaging.
   - Participants may message presenter and all participants - A participant can choose to message the presenter alone or the presenter and all participants in the session.
   - Participants may message the presenter only - A participant can send direct messages to the presenter.
   - Disable participant messaging - Participant messaging is disabled, however presenters retain the ability to message the group or individual participants.
3. Click Start Session.
4. Click Close to return the TurningPoint Cloud Dashboard.
5. Select either PowerPoint Polling or Anywhere Polling from the TurningPoint Cloud Dashboard.

PowerPoint Polling

The polling function in PowerPoint allows you to poll an audience with questions embedded directly into your PowerPoint presentation. A ribbon/toolbar is directly integrated into PowerPoint.
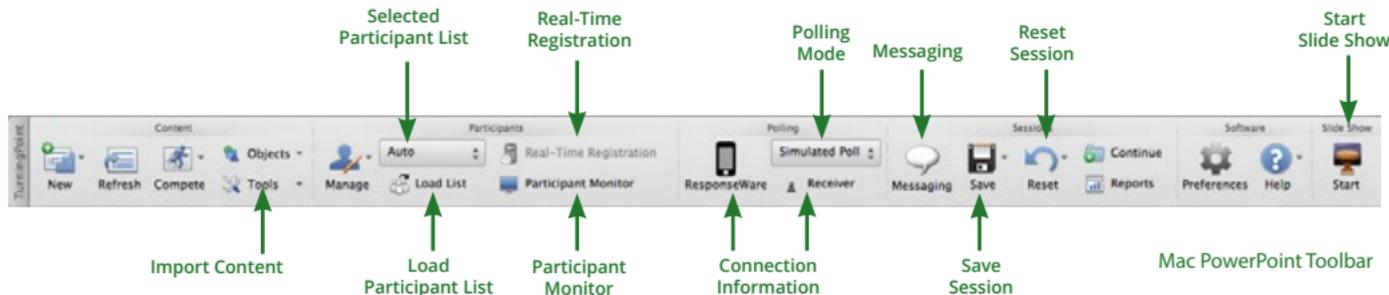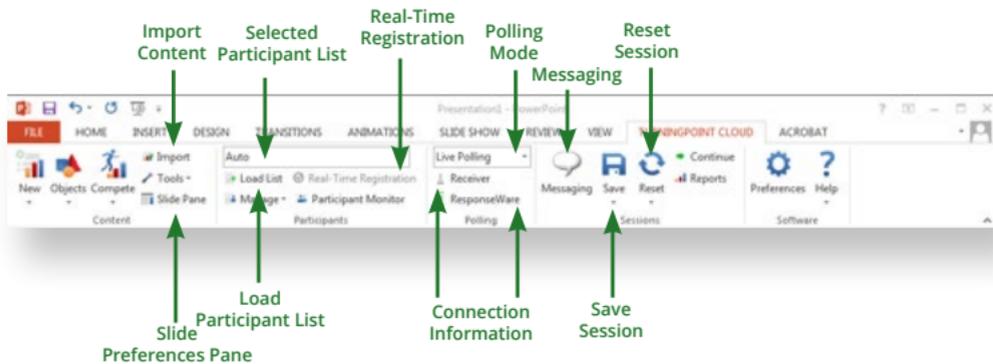
PC PowerPoint Ribbon

Labels (PC Ribbon):
- Import Content
- Selected Participant List
- Real-Time Registration
- Polling Mode
- Messaging
- Reset Session
- Slide Preferences Pane
- Load Participant List
- Connection Information
- Save Session

Mac PowerPoint Toolbar

Labels (Mac Toolbar):
- Selected Participant List
- Real-Time Registration
- Polling Mode
- Messaging
- Reset Session
- Start Slide Show
- Import Content
- Load Participant List
- Participant Monitor
- Connection Information
- Save Session

PowerPoint Polling PC

Polling in PowerPoint: PC Showbar

Before You Begin

To poll in PowerPoint, you need a presentation with questions slides or a question list. To track results based on participants, a participant list is also recommended.

Top labels (left to right): Move Showbar, Toggle Response Count, Response Display, Show/Hide Response Grid, Attendance, Set Anonymous, View Original Chart, Show/Hide Connection Information

Bottom labels (left to right): Minimize Showbar, Repoll Question, Insert New Question, Delete Last Question Polled, Data Slice, Display Participant Monitor, Display Messaging Window, Response Counter, Polling Status

Showbar readout: Responses 0 | Polling Open

How to Poll in PowerPoint for PC

1. Open TurningPoint Cloud and sign in with your Turning Account. Select a participant list and content, if applicable.
2. Plug in the receiver or establish a ResponseWare session.
3. Click PowerPoint Polling. The *TurningPoint Cloud Dashboard* window closes and PowerPoint opens. If a question list was selected, TurningPoint Cloud will automatically parse the content into slides. If there are a large number of questions in the question list, this may take a few moments.
4. Open the PowerPoint presentation that contains the question slides if content was not selected before PowerPoint was opened.
5. Verify the correct participant list has been loaded and Live Polling is selected in the Polling drop-down box from the TurningPoint Cloud ribbon.

6. Start the Slide Show.
7. Depending on the Polling Options that were selected during slide creation, when you come to a polling slide you may need to advance the slide to open polling.
8. Continue until the Slide Show is finished.
9. Close the presentation when you have finished polling.
10. Click Yes to save the session. TIP: To save session before closing the application, click Save on the TurningPoint Cloud ribbon, name session and click Save.
11. TurningPoint Cloud opens to the Manage tab to view reports.

PowerPoint Polling Mac

Polling in PowerPoint: Mac Showbar
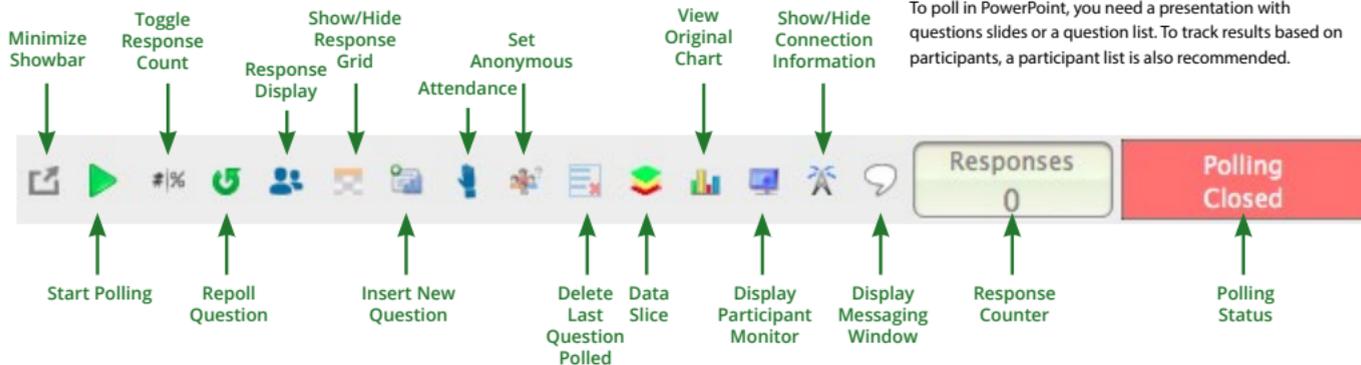
Labels (left to right, top): Minimize Showbar, Toggle Response Count, Show/Hide Response Grid, Response Display, Set Anonymous Attendance, View Original Chart, Show/Hide Connection Information

Labels (left to right, bottom): Start Polling, Repoll Question, Insert New Question, Delete Last Question Polled, Data Slice, Display Participant Monitor, Display Messaging Window, Response Counter, Polling Status

Responses 0

Polling Closed

Before You Begin

To poll in PowerPoint, you need a presentation with questions slides or a question list. To track results based on participants, a participant list is also recommended.

How to Poll in PowerPoint for Mac

1. Open TurningPoint Cloud and sign in with your Turning Account. Select a participant list and content, if applicable.
2. Plug in the receiver or establish a ResponseWare session.
3. Click PowerPoint Polling. The *TurningPoint Cloud Dashboard* window closes and PowerPoint opens. If a question list was selected, TurningPoint Cloud will automatically parse the content into slides. If there are a large number of questions in the question list, this may take a few moments.
4. Open the PowerPoint presentation that contains the question slides if content was not selected before PowerPoint was opened.
5. Verify the correct participant list is loaded.
6. Start the Slide Show from the TurningPoint Cloud toolbar. Starting the Slide Show from the PowerPoint toolbar will result in the Slide Show running as non-interactive.
7. Click Start to open polling.
8. Click Stop to close polling.
   a) Press the spacebar, enter/return key or down arrow to advance the slide. If using a mouse, a mouse click also advances the slide. Alternatively, a PresenterCard may be used to advance slides and control polling.
9. Continue until the Slide Show is finished.

Anywhere Polling

The Anywhere Polling option opens a floating showbar that allows you to poll on top of any application.


Start/Stop Polling

Quick Poll Menu

Response Counter

Responses
0

Options

Show/Hide Chart

Show/Hide Presentation

Response Display

Show/Hide Response Grid

Show/Hide Countdown Timer

Show/Hide Connection Information

Display Messaging Window

Minimize Showbar
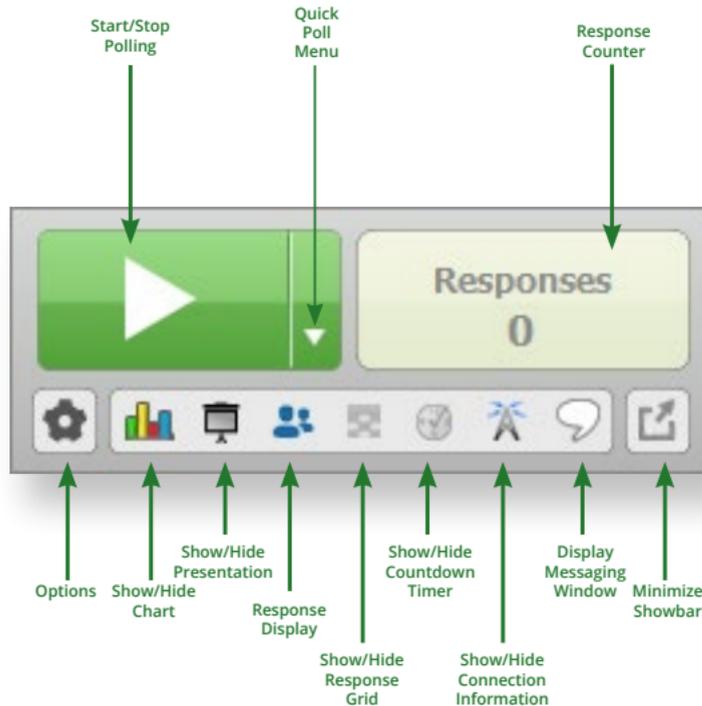
How to Poll with Any Application

1. Open TurningPoint Cloud and sign in with your Turning Account. Select a participant list and content, if applicable.
2. Plug in the receiver or establish a ResponseWare session.
3. Click Anywhere Polling. The *TurningPoint Cloud Dashboard* window closes and the polling application opens.
4. Click the Start Polling button. Participants may now respond.
5. Click the Stop Polling button. Polling is closed and the chart is displayed.
6. Close the application when you have finished polling.
7. Click Yes to save the session. TIP: To save the session before closing the application, click the Options button, mouse over Session and select Save Session.
8. Name the session and click Save.
9. TurningPoint Cloud opens to the Manage tab to view reports.

Self-Paced Polling

The Self-Paced Polling application allows participants to take a paper-based test on a ResponseCard NXT or QT Device.

Accept Logins, Start Polling, Stop Polling, Save Session

Live Results Monitor

Timer

Add/Remove Time

Display Messaging Window

TurningPointing

Session Tools Help

Accept Logins   Live Results   00:45:00   Messaging   Help

Question List: **Example Question List**

Questions: 30

Description: This question list is to test the knowledge of the enrolled participants on course content.

Question List Information

Channel 22 ← **Channel Information**

Group 614

Device ID	First Name	Last Name	User ID	Status
S8TYG	Participant	1	0045	
RT6YO7	Participant	2	0089	
467TTL	Participant	3	1023	
424CZO	Participant	4	0675	
LU89RT	Participant	5	0011	
ASD670	Participant	6	0059	
330YOT	Participant	7	0348	
CBU614	Participant	8	1167	

Participant List Information

Logged In: 0   Completed Tests: 0

# of Participants Logged In

# of Completed Tests

How to Poll with Self-Paced Polling

1. Open TurningPoint Cloud and sign in with your Turning Account. Select a participant list and question list.
2. Plug in the receiver.
3. Click Self-Paced Polling. The *TurningPoint Cloud Dashboard* window closes and the polling application opens.
4. Click Accept Logins and set login options as desired.
5. Click OK. At this time the participants may login to the test.
6. Click Start Polling. Participants may now begin the test. Once they have finished the test they can submit their results from the response device.
7. Click Stop Polling once all the results have been received.
8. Close the application to return to the TurningPoint Cloud Dashboard.
9. Click Save to save the session results.
10. Name the session and click Save.
11. TurningPoint Cloud opens to the Manage tab to view reports.

Creating Content

For Anywhere Polling and Self-Paced Polling, content is created through question lists. PowerPoint Polling can utilize the question lists, but question slides can also be made directly through the TurningPoint Cloud ribbon embedded in PowerPoint.

Creating a New Question List

A question list is a file that contains questions and answers. The question list can be used for PowerPoint Polling, Anywhere Polling and Self-Paced Polling. When creating the question list, the preferences can be saved and used as a template for other question lists.

How to Create a New Question List

1. Select the Content tab.
2. Click the *Content* drop-down menu, mouse over New and select Question List.
3. Enter a name and a brief description for the question list.
4. Click the arrow next to *Preferences* to expand the window and adjust the options as necessary in the *Content* and *Polling* sections.

TIP: Save the preferences as a preset for other question lists. Click Save as Preset, provide a name, click Add and then Save. The next time a question list is created, select the name from the *Use Preset* drop-down menu.

5. Click Save. Now that a new question list has been created, the content, such as question text, answer text and correct answers, may be entered.

Manage Version · Question Type · Question Properties · Set Correct Answers · Add/Edit Question Text · Question Preferences · Add, Remove, Import Questions · Apply Standards

Creating Content in PowerPoint

Content is created directly from the ribbon/toolbar.

PC PowerPoint Ribbon

- Save PowerPoint Presentation
- Insert Interactive Slide
- Insert Slide Objects (i.e. Countdown Timer)
- Insert Competition Slides
- Interactive Tools (i.e. Demographic Comparison)
- Preferences
- Help
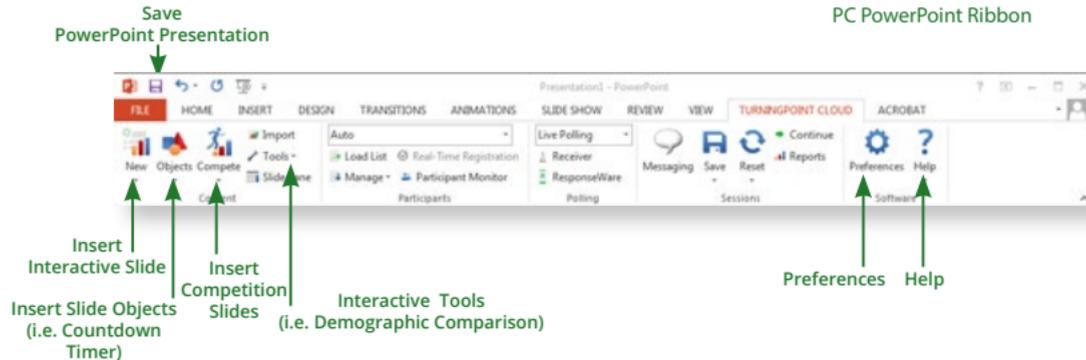
Mac PowerPoint Toolbar

- Refresh Slides
- Insert Slide Objects (i.e. Countdown Timer)
- Insert Interactive Slide
- Interactive Tools (i.e. Standards, Import Question List)
- Preferences
- Help

Creating Content in PowerPoint

Before You Begin

Open PowerPoint through TurningPoint Cloud. Select the Polling tab and click PowerPoint Polling.
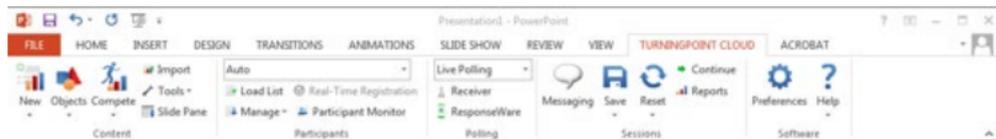
PC PowerPoint Ribbon

Mac PowerPoint Toolbar

How to Create Content in PowerPoint

1. Select the TurningPoint Cloud ribbon or toolbar.
2. Click New and select the question type.
   TIP: On PC, you can specify a default chart type in the Preferences. The TurningPoint Cloud PowerPoint Preferences are accessed through the Preferences button on the TurningPoint Cloud ribbon. You can also insert a new chart onto a slide using the Objects button on the ribbon.
3. Enter the question text and answer text. On Mac, click the Refresh button to update your chart to reflect your slide changes.
4. Optionally, set the Question Options in the *Slide Preferences* pane. On Mac, verify the slide number on the Slide Preferences pane before making option adjustments.
5. Optionally, set the Scoring Options, such as point values or speed scoring in the *Slide Preferences* pane.
6. Optionally, adjust the Polling Options in the *Slide Preferences* pane.
7. Optionally, click on the chart and adjust the Chart Options in the *Slide Preferences* pane. (Only available on PC.)
8. When finished, save the PowerPoint presentation.

Managing Data
Participant Lists

TurningPoint Cloud sessions are grouped based on the participant list with which they are associated. Participant lists created in TurningPoint Cloud can be used for PowerPoint Polling, Anywhere Polling and Self-Paced Polling.

Downloading a Participant List

Participant information can be imported from a student roster in a Learning Management System (LMS) or from your Turning Account.

NOTE: Importing from an LMS can only be used if the integration has been installed on the LMS server. Please contact your IT Department to confirm that the LMS integration is installed and configured to operate with TurningPoint Cloud.

1. Open TurningPoint Cloud and sign in to your Turning Account.
2. Select the Manage tab.
3. Click the *Participant List* drop-down menu and select New. The *Create Participant List* window opens.
4. Select the Download from Integration radio button and click Create List. The *Connect to Integration* window opens.
5. Select the appropriate Integration from the *Integration* drop-down menu.
6. Enter the Server Address, Username and Password in the appropriate fields.
7. Click Connect. Optionally, click Remember this information to have the Integration, Server Address and Username stored for future use.
8. If applicable, select the Institution from the *Select an Institution* drop-down menu. The *Import Participant List* window opens.
9. Select the course or courses to import. Optionally, select the Select All checkbox to import all courses.
10. Click Import. A confirmation box is displayed.
11. Click OK. The participant list is added to the left panel of the *Participant List* Overview screen.
12. Select the participant list to view the participant information.

NOTE: The imported participant list contains the following information: Device ID(s), License Status, First Name, Last Name, User ID and Email.

Creating a Participant List

Creating a participant list from your Turning Account allows participants to register for a course. After the participant list is created, an e-mail invite is sent to participants requesting them to register for the course associated to the participant list.

1. Go to https://account.turningtechnologies.com and sign in to your Turning Account.
2. Click the Participant Lists tab.
3. Click Add.
4. Enter the participant list name and ID.

TIP: It is highly recommended to name the participant list after the course (see below). Participants can search for the course by course name, course ID, instructor name or EXACT instructor email.

5. Click Save. The participant list is successfully saved and added to the Participant Lists menu.
6. Select the participant list and click the Manage icon. The participant list opens.
7. Click Add.
8. Enter a participant's email address in the appropriate field and click Enter. To add multiple participants, separate email addresses with a comma. Valid email addresses will be marked green while invalid email addresses will be marked red.

TIP: You can copy and paste email addresses into the *Invite Participants* window. However, email addresses MUST be separated with a comma.

9. Click Send to invite participants.

NOTE: Click the Manage icon and select Accepted or Invited to track which participants have or have not registered for the course.

Managing Data
Generating Reports

There are eight types of session reports. Each report can be customized by selecting the data options on the right side of the reports window.

IMPORTANT: A Turning Account license is mandatory for each participant in the participant list. If the participant does not have an active Turning Account license, his or her score will show as an asterisk in all TurningPoint Cloud participant reports. Furthermore, his or her score will export as "0" to an Excel workbook and will not be exported to an LMS.

Export to CSV, XLS, HTML

Print Report

Select Report Type

Customization Options

1. From the Manage tab, select a session from the left panel.
2. Click Reports at the bottom of the *Session Overview* screen.

TIP: Double-clicking the session name will also open the reports window.

3. Select the report type from the drop-down menu in the upper right corner.
4. The report session header appears on all reports. The session header includes the session name, date created, active participant count, average score and the question count.

NOTE: The calculation for the average score is the sum of the total points for each active participant divided by the number of active participants.

Channel Indicator
Battery Indicator
Enter
Function Keys
Channel
Up, Down, Left, Right
Toolbox
Number Pad
Symbols

QT Device
Quick Start Guide

The QT Device is an audience response device with a full QWERTY style keyboard used for immediate feedback or Self-Paced Testing. The QT Device is compatible with Turning Technologies RF+ receiver (RRRF-03) and RF receiver (RRRF-04) and with TurningPoint 5, TurningPoint Cloud, Flow (2.0 or higher) and Insight 360 (Student ID Login mode only).
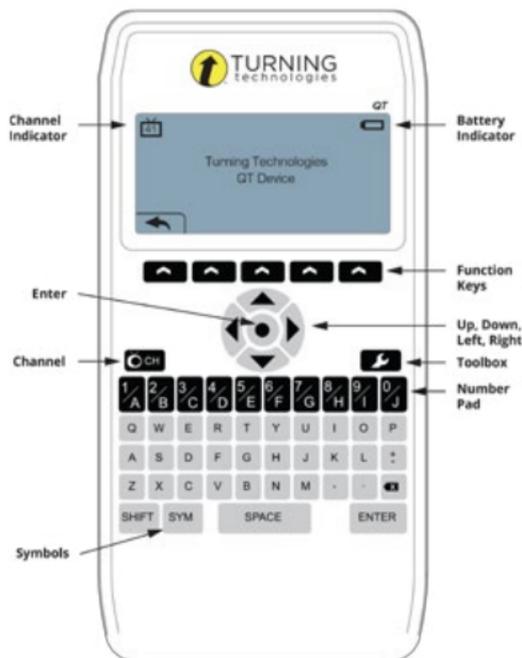
The Toolbox

Send Message - Send a message to the presenter. The presenter is unable to respond via the same method.

> **NOTE:** The presenter may have this feature disabled in the software. If disabled, you will see "Not Open" when trying to send a message.

Your ID - Assigns an alphanumeric identification to device.

Settings - Press the function key below OK to open the settings and use the right or left arrow keys to scroll through the options.

Device Info - Press the function key below OK to display the Device ID. Press the right arrow once to display the firmware version and language.

Contrast - Press the function key below OK and use the left or right arrows to adjust the contrast of the objects. Press the function key below OK to save.

Brightness - Press the function key below OK and use the left or right arrows to adjust the brightness on the QT Device. Press the function key below OK to save.

TIP: Expose the QT Device to natural or artificial light to charge the "glow in the dark" keyboard.

QT Device
Quick Start Guide Presentation Mode

Manually Changing the Channel

Use the steps below to manually set the channel or use the Find Channel function to find a receiver within range.

WARNING: If the 🔒 lock symbol appears next to the channel number, the channel cannot be changed.

1. Press the Channel ⬤Ch button.
2. Use the number pad to enter the new channel number.
3. Once the channel number has been entered, press the function key below OK.

TIP: Alternatively to select an option, press the Enter key.

Find Channels

1. Press the Channel ⬤Ch button.
2. Press the middle function key below 📡. The QT Device scans for receiver(s) within range.
3. Use the arrow keys to scroll through available channels.
4. Press the function key below OK to select the channel.

Responding

During the presentation, the QT Device prompts you to enter the proper response type. An indicator appears at the top left of the screen for special question types.

123..   Numeric Response question

3,1,2..   Multiple Response question with numeric answer values

C,A,B..   Multiple Response question with alpha answer values

txt   Short Answer and Essay questions

The following icons appear at the bottom center of the screen when sending a response:

🔄   The response is being sent.

✔   The response was sent successfully.

Example Screens

Single Response - Single Response questions are multiple choice questions where only one answer is selected. Press the button on the number pad that corresponds to your answer choice for alpha and numeric responses. For example, press 1/A for answer choice A.
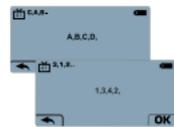
Multiple Response - Multiple Response questions are multiple choice questions, where multiple answers can be submitted. Use the number pad to enter your alpha or numeric answer choices and press the function key below OK to submit your response. For example, press 1/A and 2/B for answer choices A and B.

Numeric Response - Numeric Response questions require a numeric value to be entered. Use the number pad on the keyboard to enter your answer and press the function key below OK to submit your response. Numeric responses accept a +/- sign at the beginning of an answer and one decimal point.

Short Answer/Essay - Short Answer and Essay questions require a text response. Use the keyboard to enter your text and press the function key below OK to submit your response. The available number of remaining characters is indicated in the upper right of the screen.

Invalid Response - If this screen is displayed after submitting a response, it means that the response was invalid. For example, answer options are A - D, and you submitted E as your answer choice.

No Linkup on Channel - This screen is to alert you that the QT Device is not on the correct channel or is unable to communicate with the receiver.

Polling Closed - This screen indicates that polling is closed and answers are not being accepted.

Test Mode

The Toolbox

Go to Question - Select a specific question. Use the number pad to enter the question number and press the function key below OK.

Skipped Question - View the next unanswered question.

Test Info - Displays the test name, version (if applicable) and number of questions.

Settings - Press the function key below OK to open the settings and use the right or left arrow keys to scroll through the options. The settings contain:

Device Info - Press the function key below OK to display the Device ID. Press the right arrow once to display the firmware version and language.

Contrast - Press the function key below OK and use the left or right arrows to adjust the contrast of the objects. Press the function key below OK to save.

Brightness - Press the function key below OK and use the left or right arrows to adjust the brightness on the QT Device. Press the function key below OK to save.

Exit Test - Exits a test. A message is displayed that the test is incomplete or complete. Unanswered questions are also displayed.

Go Back Arrow - Press the corresponding function key to return to the Tools.

Delete Test - Press the corresponding function key to delete the test. To confirm deletion, press the function key below OK.

Send Test - Press the corresponding function key to send the test to the host computer. To confirm test send, press the function key below OK.

Send Message - Send a message to the presenter. The presenter is unable to respond via the same method.

> **NOTE:** The presenter may have this feature disabled in the software. If disabled, you will see "Not Open" when trying to send a message.

Changing the Channel

Before logging into a test, the QT Device must be on the same channel as the receiver.

1. Press the Channel button.
2. Use the number pad to enter the question number.
3. Once the channel number has been entered, press the function key below OK.

Logging into a Test

1. Press a button on the QT Device to "wake up" the device.
2. The Welcome Screen is displayed followed by the Battery Indicator Screen.
3. You may be prompted for Your ID.
   a. Press the Backspace key to clear the information displayed.
   b. Use the keyboard and/or number pad to enter Your ID.
   c. Press the function key below OK.

4. You may be prompted for Test Version.
   a. Locate the Test Version number on the paper test.
   b. Use the number pad to enter the Test Version.
   c. Press the function key below OK.

The test name, version number (if applicable) and question count are displayed.

5. If the information displayed is correct, press the function key below OK. If the information is incorrect, press the far left function key, verify that the QT Device is on the correct channel and begin the process from step 1.

You are now in Test Mode.

Navigating Through Questions

Scrolling through questions...
1. Use the left and right arrows to scroll back or forward through the question rolodex.

Go to a specific question...
1. Press on the keypad.
2. Use the arrow keys to highlight the Go to Question icon and press the function key below OK.
3. Use the number pad to enter the question number.
4. Press the function key below OK.

QT Device
Quick Start Guide Test Mode

Taking a Test

Use the arrow keys to move on to the next question.

Single Response - Press the function key below your answer choice. Up to five answer choices will be visible on the QT Device screen. Press the up or down arrows to view more answer choices. Alternatively, select your answer by pressing the corresponding key on the number pad.

Multiple Response - Use the number pad to enter your answer choices and press the function key below OK once you have made your selection.

Numeric Response - Use the number pad to enter your answer and press the function key below OK once you have made your selection.

True or False - Press the function key below your answer. Alternatively, select your answer by pressing the corresponding key on the number pad.

Short Answer/Essay - Use the keyboard to enter the answer text and press the function key below OK once you have made your selection. The available number of remaining characters is indicated in the upper right of the screen.

Sending a Test

Use the Toolbox to send your test. To send your test follow the steps below.

NOTE: When answering the last question of the test, you will receive a message that the test is complete or incomplete. If you receive this message skip to step 3.

1. Press 🔧 on the keypad.
2. Use the arrow keys to highlight the Exit Test 🚪 icon and press the function key below OK. A message is displayed that the test is complete or incomplete.

   TIP: Press the function key below ⬅ twice to return to the test to complete any unanswered questions and review your answers.

3. Press the function key below 📧 to send the test. A message is displayed to confirm that you would like to send the test.
4. Press the function key below OK. The test is saved and sent to the host computer.

ResponseCard® NXT
Quick Start Guide

Channel Indicator →

1/A

• • ✓

← Battery Life Requires 2 AAA Batteries

Back →

← Toolbox

Left, Right and Enter Keys

Left Function Key →

← Right Function Key

Channel →

← Input Mode

Number Pad →

← Delete Key

Symbol Input →

← Decimal/Space Key

ⓕ Turning Technologies   ResponseCard NXT

The Toolbox

Find Channels - Automatically detects the receivers within range of the ResponseCard NXT. Scroll through the available receivers using the left or right arrow keys to find your channel. Press the Enter button to set the channel.

Send Message - Send a message to the leader/presenter. The leader is unable to respond back via the same method. The leader/presenter may also have this feature disabled in the software. If this is the case, you will see a "Not Open" message when trying to send a note.

Device Info - Device Info displays the Device ID of the ResponseCard NXT.

Contrast - Use the left or right arrows to adjust the contrast of the objects. Press the Enter button to save.

Your I.D. - Assigns an alphanumeric identification to the ResponseCard.

Brightness* - Use the left or right arrows to adjust the backlight luminosity of the LCD screen. Press the Enter button to save. Brighter settings will decrease battery life.

Test Info - Displays the test name, version number (if applicable) and question count. This option is only available while in Test Mode.

Delete Test - Deletes the current test from the ResponseCard. This option is only available while in Test Mode.

Send Test - Sends the current test to the host computer. This option is only available while in Test Mode.

*Only Available on ResponseCard NXT Backlight.

ResponseCard® NXT
Quick Start Guide Presentation Mode

Changing the Channel

There are two ways to set the channel on the ResponseCard NXT. One way is to use the Find Channels tool in the toolbox, as described in the previous section "The Toolbox," or you can manually set the channel. The steps below describe how to manually set the channel.

1. Press the Channel button.
2. Use the number pad to enter the new channel number.
3. Once the channel number has been entered, press the **Enter** button.

Responding

During the presentation, as questions appear on the presenter's screen, the ResponseCard NXT prompts you to enter the proper response type. An indicator appears in the top left-hand side of the screen for special question types.

123..   Numeric Response question

3,1,2..   Multiple Response question with numeric answer values

C,A,B..   Multiple Response question with alpha answer values

txt   Fill in the Blank question

txt   Essay question

Press the **abc** button to toggle between **123**, **ABC**, **Abc** or **abc** input. These icons are located in the top of the right-hand side of the screen.

When sending a response or when a response is successfully received, an icon appears at the bottom of the screen in the middle. The following are graphic representations of these icons:

● ● ●   **The response is being sent.**

● ● ✔   **The response was sent successfully.**

Below are some examples of how the available question types and various screens appear on the ResponseCard NXT.

Example Screens

Single Response - Single Response questions are multiple choice questions where only one answer is selected. Once the selection has been made, the response is sent to the presenter.

Fill in the Blank - Fill in the Blank questions require a text response. Once the text has been entered, press **OK** to transmit your answer choice.
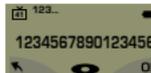
Numeric Response - Numeric Response questions require more than one number to be entered. Once the answer has been entered, press **OK** to transmit your answer choice.

Essay - Essay questions require a string of text. Once the answer has been entered, press **OK** to transmit your answer choice.

Multiple Response - Multiple Response questions have more than one possible answer. Enter your answer choices and then press **OK** to transmit your answer choice. Your response may be alpha or numeric.

Invalid Response - If you see this screen after sending a response, it means that the response was invalid. For example, answer options are **A - D**, and you submitted **E** as your answer choice.

Incorrect Channel - This screen is to alert you that the ResponseCard NXT is not on the correct channel or that the device is unable to communicate with the receiver.

Polling Closed - This screen indicates that polling is closed and answers are not being accepted.

ResponseCard® NXT
Quick Start Guide Test Mode

Logging into a Test

Before logging into a test, the ResponseCard NXT needs to be on the same radio frequency channel as the receiver. For further instructions, see "Changing the Channel." The host computer must be set up with polling open before you can begin the login process.

1. Press a button on the ResponseCard to "wake up" the device.
2. The Welcome Screen is displayed followed by the Battery Indicator Screen.
3. You may be prompted for Your ID.
   a) **Press the left function key to clear the information displayed.**
   b) **Enter Your ID.**
   c) **Press OK.**
4. You may be prompted for Test Version.
   a) **Locate the Test Version number on the paper test.**
   b) **Use the number pad to enter the Test Version.**
   c) **Press OK.**
5. The test name, version number (if applicable) and the question count are displayed.
6. If the information displayed in the previous step is correct, press **OK (right function key)**. If the information is incorrect, press the back button **(left function key)**, verify that the ResponseCard is on the correct channel and begin the process from step 1.
7. You are now in Test Mode.

Taking a Test

Single Response - Press the button that corresponds to the answer choice. Answer choices can be alpha or numeric.

Fill in the Blank - Enter the text using the number pad, similar to cell phone texting. Press **OK** once you have made your selection.

Numeric Response - Enter the response using the number pad, press **OK** once you have made your selection.

Essay - Enter the text using the number pad, similar to cell phone texting. Press **OK** once you have made your selection.
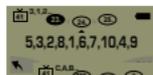
Multiple Response - Enter your answer choices and then press **OK** once you have made your selection. Answer choices can be alpha or numeric.
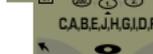
True or False - Press 1/A for True or 2/B for False.

Navigating Through Questions

Scrolling Through Questions
1. Use the Left and Right arrows to scroll back or forward through the questions.

Go To a Specific Question
1. Press the left function key.
2. Use the number pad to enter the question number.
3. Press the **Enter** button to be taken to the question.

Sending a Test

When answering the last question of the test, you will receive a message that the test is complete or incomplete.

Completed Test
1. Press the right function key to send the test.
   TIP: Press the left function key to return to the test and review your answers.
2. "Are you Sure?" prompt appears to confirm test send.
3. The ResponseCard NXT will save the test and send it to the host computer.

Incomplete Test
1. The ResponseCard NXT displays a list of the incomplete questions and then prompts you to send the test.
2. Press the left function key once to return to the test.
3. You are automatically taken to the unanswered questions.
4. Once all the questions have been answered, you will receive a message that the test is complete.

ResponseCard® NXT
Unit ID Programming (Optional)

Modifying Unit ID Manually
**Unit ID as displayed on the reverse side of the device.**

1. Press the Toolbox (right function key).
2. Press the right arrow key until "Device Info" is displayed.
3. Press the Enter button.

   Note: The next 3 steps must be completed within 3 seconds.

4. Press the ⌂ button twice.
5. Press the abc button.
6. Press the Enter button.
7. Enter the new Unit ID (up to 6 digits).
8. Press the Enter button to save the new Unit ID.

Reverting to Factory Default Unit ID

1. Press the Toolbox (right function key).
2. Press right arrow key until "Device Info" is displayed.
3. Press the Enter button.

   Note: The next 3 steps must be completed within 3 seconds.

4. Press the ⌂ button twice.
5. Press the abc button.
6. Press the Enter button.
7. Enter 000000.
8. Press the Enter button to reset to the factory default Unit ID.

Did you know unit IDs may also be modified via ResponseCard Programmer? Please contact your sales representative for more details or visit **TurningTechnologies.com.**

ResponseCard RF and ResponseCard RF LCD
Unit ID Programming (Optional)
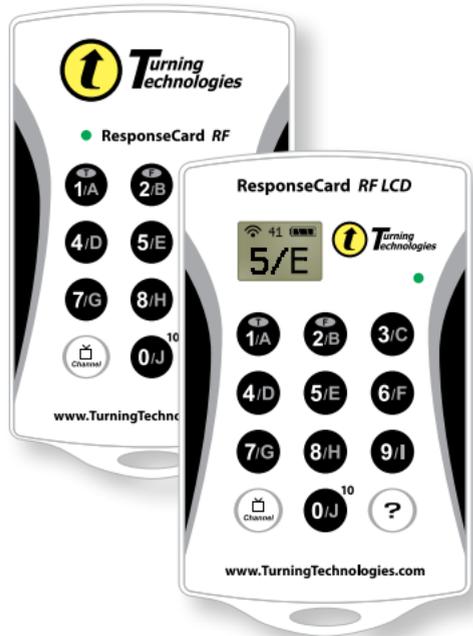
Set and identify ResponseCard Device IDs. Identify ResponseCards in a logical numeric order - record them in participant lists for more customized data management.

Did you know unit IDs may also be modified via ResponseCard Programmer? Please contact your sales representative for more details or visit TurningTechnologies.com.

Modifying Unit ID Manually

1. Press ⏺ button. The LED will flash red and green.

2. Press ⏺ button. The LED will flash red and green at a slower rate.

3. Enter your preferred six digit Unit ID using keys '0' to '9' (valid unit IDs are 000001 to 999999). Each time a button is pressed, the LED will flash yellow.

   RF LCD: Confirmation of the numbers entered will appear on the bottom of the LCD screen.

4. After entering the new unit ID number, press ⏺ button. The LED will turn yellow.

5. Press ⏺ button. The LED will turn green to indicate Unit ID has been set successfully.

Reverting to Factory Default Unit ID
Unit ID as displayed on the reverse side of the device.

1. Press ⏺ button. The LED will flash red and green.

2. Press ⏺ button. The LED will flash red and green at a slower rate.

3. Press ⏺ six times to revert back to Factory Default Unit ID. Each time a button is pressed, the LED will flash yellow.

   RF LCD: Confirmation of the numbers entered will appear on the bottom of the LCD.

4. After entering the default ID code, press ⏺ button. The LED will turn yellow.

5. Press ⏺ button. The LED will turn green to indicate unit ID has been set successfully.

ResponseCard RF and ResponseCard RF LCD
Channel Setting (Optional)

Changing the Channel

1. Press and release the (Channel) button.

2. While the light is flashing red and green, enter 2 digit code. (i.e. channel 1=01, channel 21=21).

3. After the second digit is entered, press and release the (Channel) button.

LED Color Description

Red - Response was not received

Green - Response was received

Yellow (Multiple Flash) - Sending

Yellow (Single Flash) - Polling not open
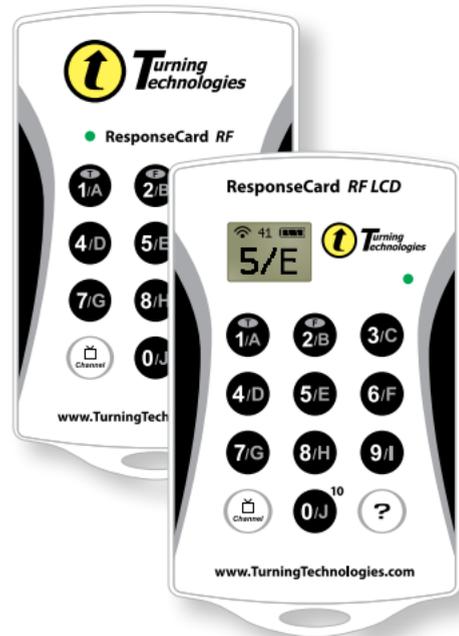
ResponseCards are set to Channel #41 by default.

PresenterCard
Quick Start Guide

PresenterCard

41

Turning Technologies

Start / Stop

Back   *Forward*

Programmable

Show / Hide   *Channel*

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*To configure PresenterCard programmable buttons, go to the polling software's Preferences. Full user guide is available at **TurningTechnologies.com/ Support**

Button	Action
(▶■)	Start/Stop Button: Open and close polling.
◀	Back Button: Go backward through a presentation slide deck.
▶	Forward Button: Advance through a presentation slide deck.
(·)	Programmable Button* 1: (Default) Show/Hide Chart Window (Anywhere only).
(··)	Programmable Button* 2: (Default) Show/Play/Pause Countdown Timer.
(···)	Programmable Button* 3: (Default) Show/Hide Response Grid.
(⧉)	Show/Hide Button: Show/Hide Presentation.
(⎕)	Places PresenterCard in Channel Programming mode.

Changing PresenterCard Channel

1. Press the (⎕) button.
2. Press the ◀ or ▶ button to increase or decrease channel numbers.
3. Once the desired channel is shown on the display, press the (⎕) button to set the channel.

Pairing PresenterCard

1. Plug in the receiver and open TurningPoint.
2. Click the channel number below Receiver.
3. Verify that the PresenterCard is programmed to the same channel as the receiver.
4. Scroll to the PresenterCard section and click Change next to PresenterCard Device ID.
5. Press any button on the PresenterCard. The device ID of the PresenterCard is displayed next to Detected Device ID.
6. Click Save.
7. Click Close to close the preferences window.

TURNING technologies

Thank you for your purchase of Turning Technologies products.

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8 A.M. - 9 P.M. EST

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Online Resources:

Support and Training:
TurningTechnologies.com/Support

KnowledgeBase:
TurningTechnologies1.zendesk.com

The following regulatory statements apply to radio frequency and infrared transmitters and receivers mentioned in this manual, including the ResponseCard RF, ResponseCard RF LCD, ResponseCard IR, ResponseCard XR, ResponseCard NXT, QT Device and their respective receivers.

FCC Statement
This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

IC Statement
This device complies with Industry Canada licence-exempt RSS standard(s). Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

Le présent appareil est conforme aux CNR d'Industrie Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes: (1) l'appareil ne doit pas produire de brouillage, et (2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.