



TurningPoint

Classroom Response Systems (Clickers)

Instructor Guide

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Introduction

The Turning Point ribbon within Powerpoint offers you a number of features to help you use classroom response systems (CRS). This tutorial will help you become familiar with some of these features and enable you to create interactive and engaging presentations.

Working with Chart Slides

Turning Point provides several chart slides that you can use to collect and display CRS input from your students. View the charts below to learn about some of the chart slides available in Turning Point.

Using Turning Point Chart Slides

1. **Vertical Chart Slides** contain a bar chart with vertical bars for student responses (Figure 1).

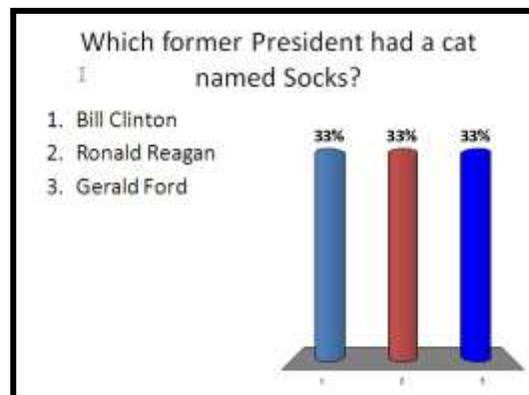


Figure 1

2. **Horizontal Chart Slides** contain a bar chart with horizontal bars for student responses (Figure 2).

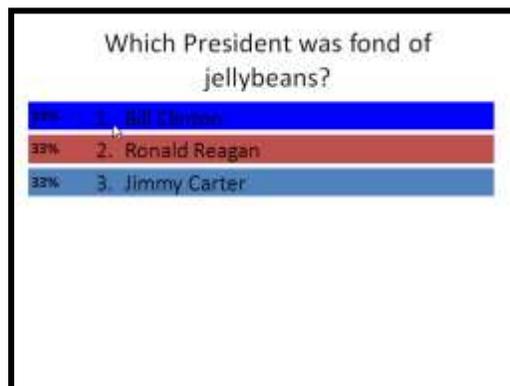


Figure 2

3. **Three-dimensional Pie Chart Slides** contain a three-dimensional pie chart with a slice for each student response (**Figure 3**).

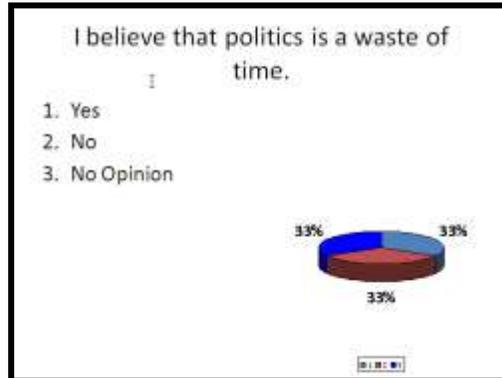


Figure 3

4. **Distributed Pie Chart Slides** are similar to three-dimensional pie charts, the pie slides are separated from each other (**Figure 4**).

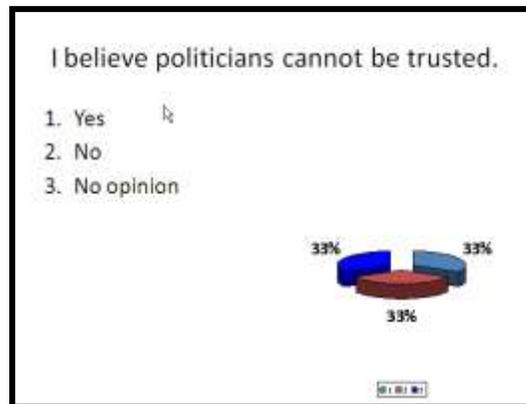


Figure 4

5. **Offset Chart Slides** contain a bar chart with horizontal bars for each student response. Bars are shown below the corresponding responses (**Figure 5**).

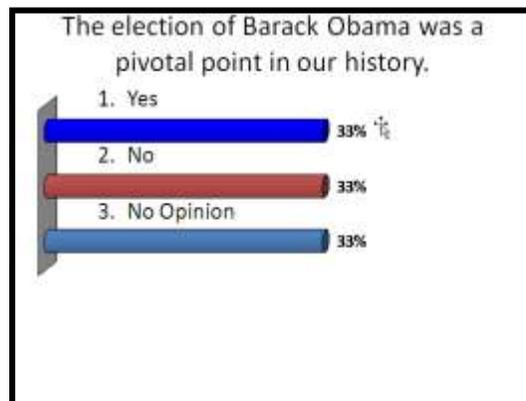


Figure 5

6. **Doughnut Chart Slides** contain a pie chart with a hollow center. Each slice of the pie chart represents student responses (**Figure 6**).

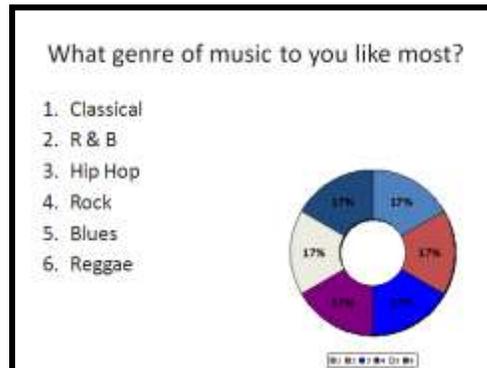


Figure 6

Using Turning Point Responses Only Slides

Responses Only Slides are slides that do not provide a chart for student responses (**Figure 7**).



Figure 7

Using Turning Point Team Competition Slides

Team Competition Slides allow you to organize students into teams. You can also keep track of point totals and the quickest responses for each team (**Figure 8**). View the slides below to learn about the **Team Competition Slides** that are available in Turning Point.

1. **Team Assignment Slides** allow teams to be assigned by asking the audience members to select a team (**Figure 8**).

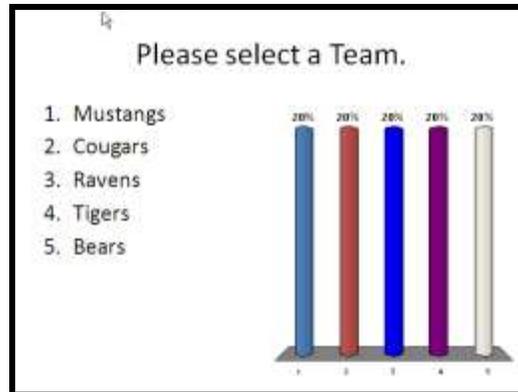


Figure 8

2. **Participant Leader Board Slides** allow you to display the top participants ranked by their scores (**Figure 9**).

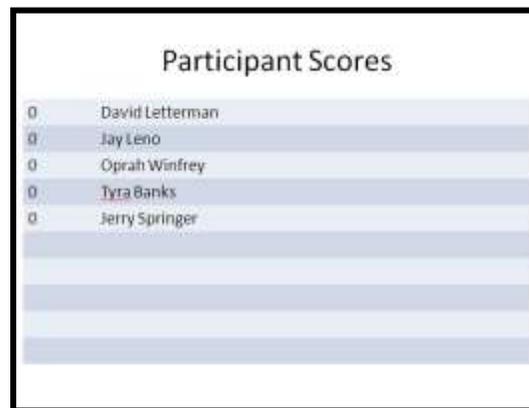


Figure 9

3. **Team MVP Slides** allow you to display the MVP of each team (**Figure 10**).

Points	Team	Participant
0	Team	Participant

Figure 10

4. **Fastest Responders** slides display the individual participants who responded correctly and quickest to the most recent question (**Figure 11**).

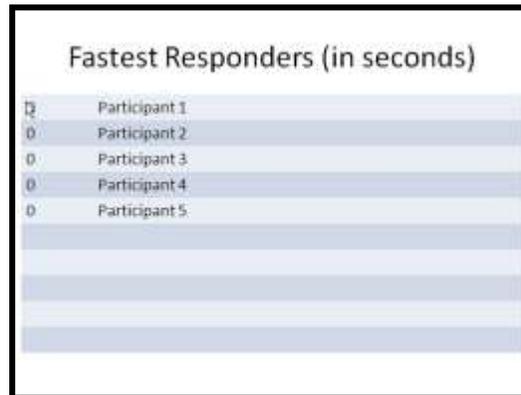


Figure 11

Using Turning Point Template Slides

Template Slides provide you a template for commonly used templates. Below are several question types that are supported by Turning Point templates.

1. **Yes/No Slides** are used for questions with yes and no responses (**Figure 12**).

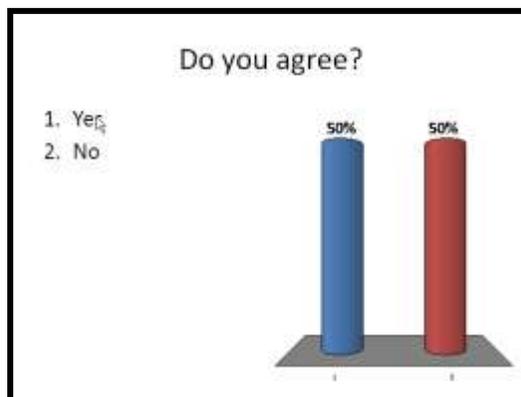


Figure 12

2. **True/False Slides** are used for questions that require true and false responses (**Figure 13**).

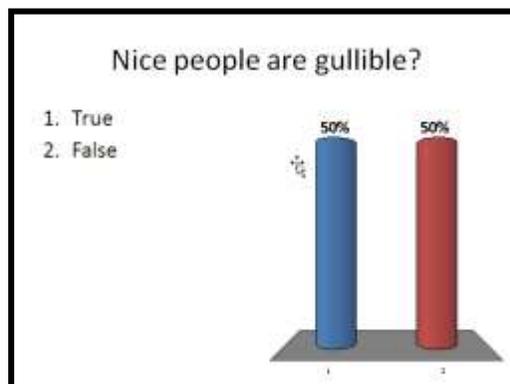


Figure 13

3. **Yes/No/Abstain Slides** are similar to **Yes/No Slides**. These slides allow the user to abstain from yes and no responses (**Figure 14**).

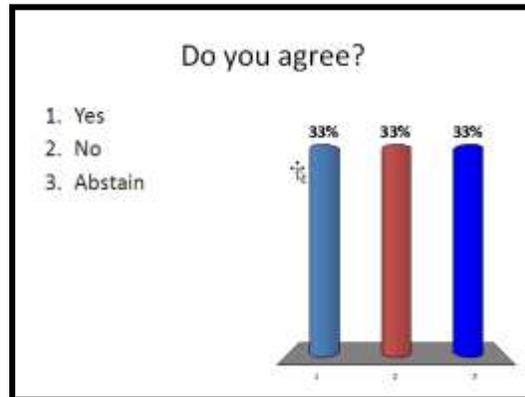


Figure 14

4. **Likert Scale Slides** are used for statements with varying levels of agreement or disagreement (**Figure 15**).

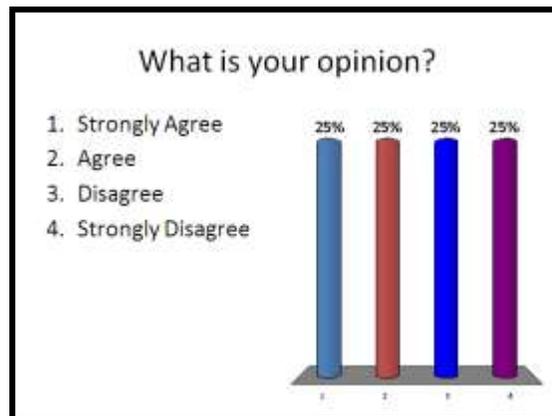


Figure 15

5. **Generic Slides** allow you to insert a slide with 2 to 10 responses (**Figure 16**).

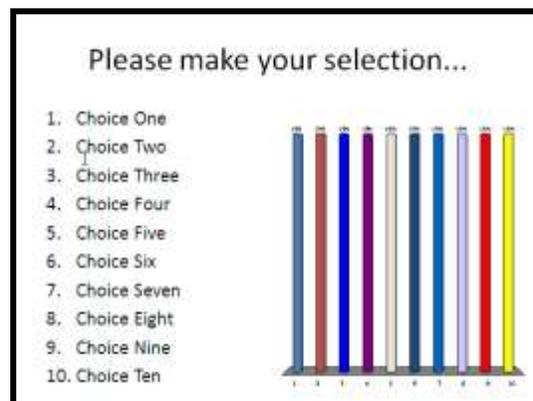


Figure 16

6. **Ice Breaker Slides** allow you to provide participants with analogy or word scramble questions (**Figure 17**).

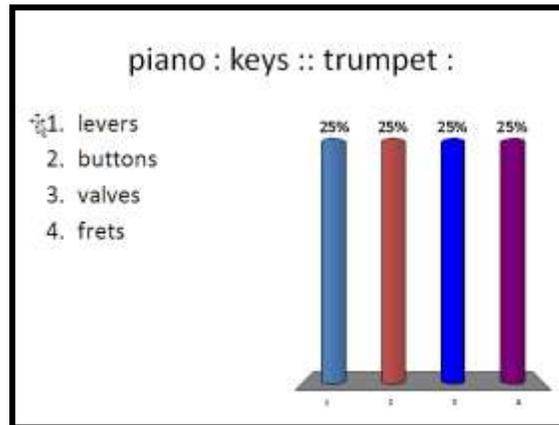


Figure 17

Using Turning Point Special-Purpose Slides

Turning Point provides you a number of special purpose slides. Below are several special-purpose slides that may be of use to you.

1. **ResponseCard RF Channel Slides** display channel setting instructions that show participants how to set the channel on their response devices (**Figure 18**).

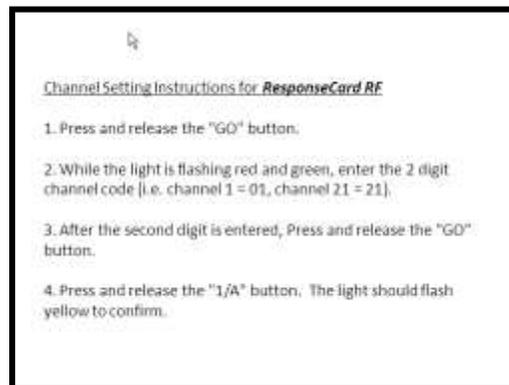


Figure 18

2. **Vpad Log-in Slides** display setup information for participants using vPad to send their information (**Figure 19**).

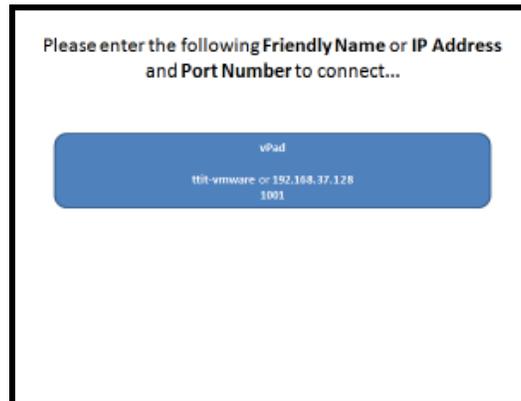


Figure 19

3. **Fill-in-the-blank Slides** contain a question region that allows you to pose questions to participants. Each participant submits text responses (**Figure 20**).

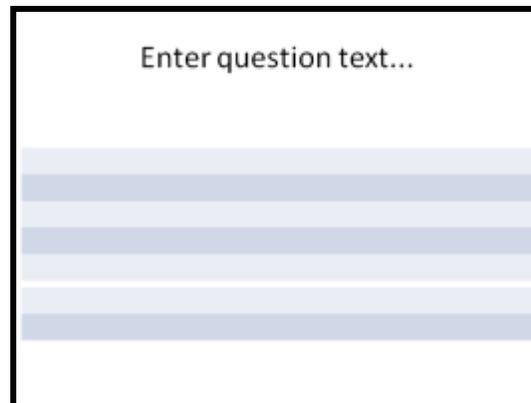


Figure 20

4. **Essay Slides** provide a question region for you to pose questions. Each participant submits text responses to the question (**Figure 21**).



Figure 21

5. **Priority Ranking Slides** allow participants to respond to a question multiple (**Figure 22**).

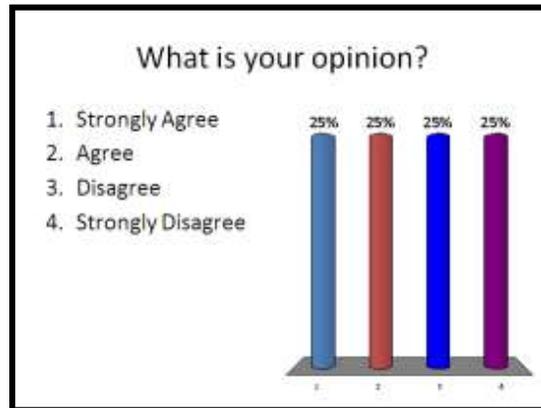


Figure 22

6. **Demographic Slides** are used to display questions responses based on demographic attributes of the audience (**Figure 23**).

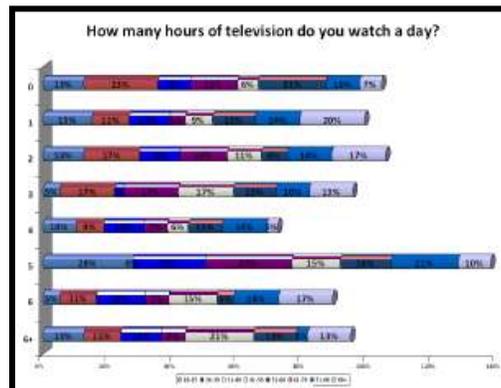


Figure 23

Working with Turning Point Objects

Turning Point provides you a number of static and interactive objects that you can add to your slides. Below are several Turning Point objects that you may wish to use to enhance your slides.

1. **Answer Now Indicators** provide students with visual cues that inform them that they have the opportunity to respond to a given question (**Figure 24**).

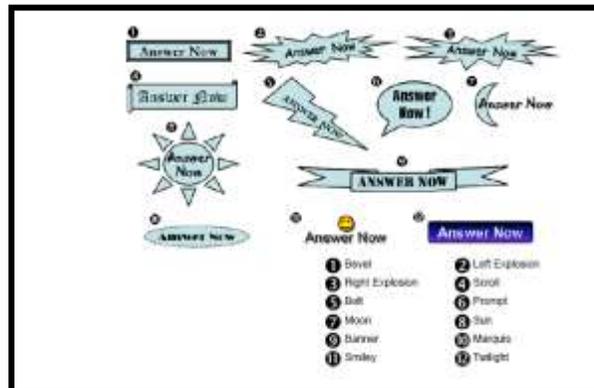


Figure 24

2. **Countdown Indicators** inform the participants that polling for a particular question is about to close (**Figure 25**).

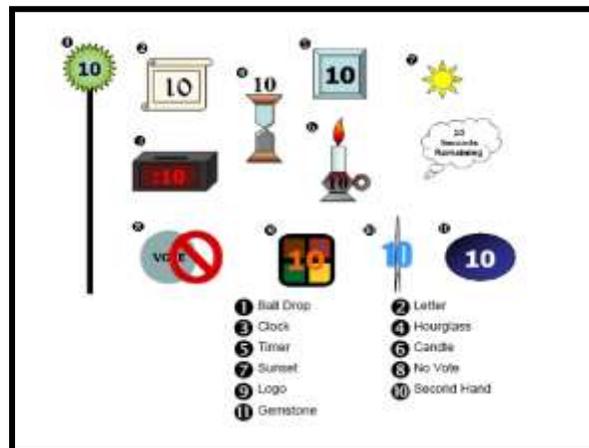


Figure 25

3. **Response Counters** keep track of how many participants have submitted responses out of the total number of participants (**Figure 26**).

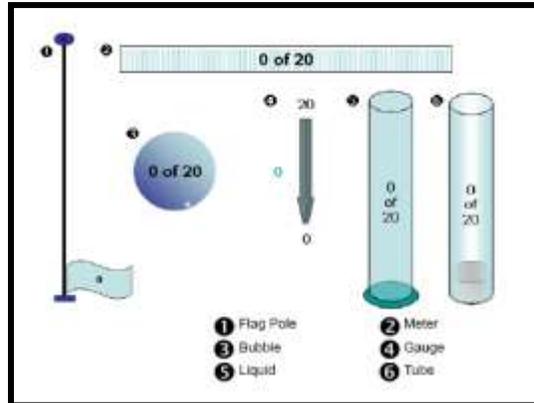


Figure 26

4. **Response Tables** keep track of which users have submitted a response (**Figure 27**).

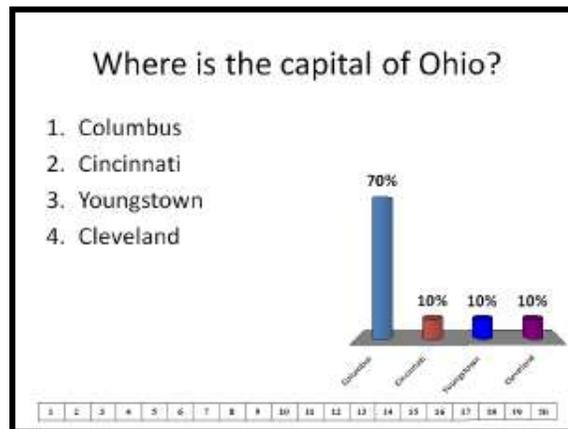


Figure 27

5. **Correct Answer Indicators** provide participants with a visual cue to indicate the correct response after polling for a question is complete (**Figure 28**).

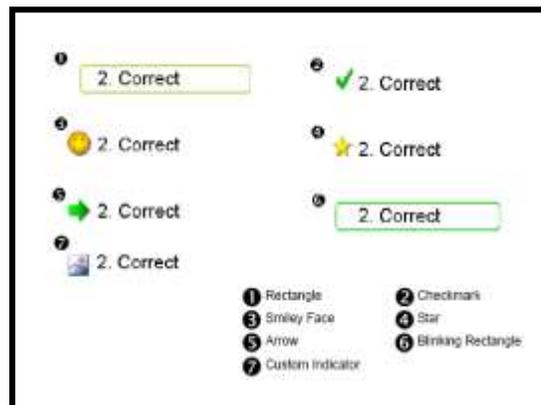


Figure 28

Manipulating Turning Point Sessions

Each Turning Point activity that you conduct is called a session. You will want to manipulate data in your Turning Point sessions as the need arises. Follow the steps below to manipulate data in your Turning Point sessions.

Saving a Turning Point Session

1. Click the **Save** button on the Turning Point ribbon. The **Save Session** dialog box opens.
2. Enter a name in the **File Name** box if you wish to change the name of the file.
3. Select the location you wish to save your file by clicking the down arrow of the **File in** box. This step may not be necessary, as the location you wish to save the file may be set.
4. Click the **Save** button to save the file.

Continuing a Prior Turning Point Session

1. Click the **Continue Prior Session** button.
2. Navigate your computer to locate the file.
3. Select the file.
4. Click the **Open** button to open the session.

Resetting a Turning Point Session

1. Click the **Reset** button. A drop down menu appears, giving you the option to reset the session. **Note:** You can also reset all slides or the current slide.
2. Select **Session** from the menu.

Testing Classroom Response Devices (CRDs)

It is highly recommended that you test the operability of your CRDs before using them with your students. Verifying that all response devices are operable prevents the loss of valuable instructional time and ensures that all students can participate in interactive class sessions where CRDs are used. Below are tasks you will want to perform to ensure that your CRDs are functioning properly.

Verifying Response Card Channels

1. Click the **Turning Point** ribbon. The tools on the **Turning Point** should now be visible.
2. Click the menu tool. A menu appears.
3. Select the **Settings** option on the menu. A box opens, displaying the **Turning Point** settings.
4. Click **Response Device** in the upper left corner of the box. Channel settings are displayed.
5. Verify that the first channel is set to **41**. You are done if this number is set to **41**.
6. Click the number if the number for the first channel is not **41**. A combo box appears.
7. Click the down arrow of the combo box to select channel **41**.

Setting the Number of Response Devices for Session

1. Click the **Turning Point** ribbon. The tools on the **Turning Point** should now be visible.
2. Click the menu tool. A menu appears.
3. Select the **Settings** option on the menu. A box opens, displaying the **Turning Point** settings.
4. Click **Response Device** in the upper left corner of the box. Channel settings are displayed.
5. Locate **Expected Devices** under the heading **Response Card Misc**.
6. Click the number to the right of **Expected Devices**. A box appears.
7. Change the number to the number of devices you expect to use.
8. Click anywhere on blank white space to click away from this box. The value has been changed.

Testing Response Devices with Polling Tests

1. Click the **Turning Point** ribbon. The tools on the **Turning Point** should now be visible.
2. Click the menu tool. A menu appears.
3. Select the **Settings** option on the menu. A box opens, displaying the **Turning Point** settings.
4. Click the **Polling Test** tab in the upper left corner of the **Settings** box.
5. Gather each response device you wish to test.
6. Click the **Start Test** button in the lower right corner of the **Settings** box. The test begins.
7. Press any button for each response device. The **Device ID** should appear on the page if the device is functioning properly.
8. Click the **End Test** button to end the test.

Working with Participant Lists

Participant lists allow you to determine which students can participate in a Turning Point session. Determining the students you want to participant in a Turning Point session will be particularly important when you use Turning Point with multiple groups for which you want to collect data. Follow the instructions below to create and manage participant lists.

Creating a Participant List

1. Click the **Turning Point** ribbon. The **Turning Point** tools appear.
2. Click the **Participant** button. Menu options appear for working with participants in Turning Point.
3. Select the **Participant List Wizard**. The **Participant List Wizard** opens.
4. Click the radio button beside the **Education Template**. This template is usually selected by default.
5. Click the **Next** button to select the **Participant information** you want to include in your participant list.
6. Select any information item you want to attach to your participant list in the **Available Fields** list box. Hold the **Ctrl** key down to make multiple selections.
7. Click the right arrow key located between the **Available Fields** list box and the **Selected Fields** list box. All selected items in the Available Fields list box are moved to the **Selected Fields** list box.
8. Click the **Next** button to add groups to your participant list.

9. Type a group name in the **Create a New Group** text box.
10. Click the **Add** button. The group name appears in the **Included Groups** list box.
11. Repeat steps 9 & 10 to add subsequent group names to the **Included Groups** list box.
12. Click the **Next** button if you do not wish to add any further groups. The **Add Participant Information** page is now visible.
13. Type a name for your participant group in the **Name** text box.
14. Click the **Finish** button to finalize your participant list. The following message appears:

“The current template has been modified. Would you like to save these changes as a custom template?”

15. Click the **Yes** button. A box appears, prompting you to enter a name for your custom template.
16. Type a name in the text box provided.
17. Click **OK**.
18. Your **Participant List** is now available.

Populating an Existing Participant List

1. Log into the **USF** portal.
2. Navigate to your course roster.
3. Click the **Export Class Roster to Excel** link in the upper right corner of the screen. A dialog box appears, prompting you to open or save the file as an Excel spreadsheet.
4. Click the radio button labeled **Save File**.
5. Click the **OK** button. Your class roster is saved to your desktop in an Excel spreadsheet.
6. Open **Power Point 2007**.
7. Click the **Turning Point** ribbon. The tools on the **Turning Point** should now be visible.
8. Click the **Participant** tool. A menu appears.
9. Select **Edit a Participant List** on the menu. The **Open** dialog box appears.
10. Navigate to the **Turning Point** folder found under **My Documents**.
11. Double-click the **Turning Point** folder. The contents of the **Turning Point** appear.
12. Double-click on the **Participants** folder. All existing participant lists appear.
13. Select a participant list.
14. Click **OK**. The participant list is now available.
15. Click the **Import** menu of the participant list. The **Excel/Delimited Text File** option appears.
16. Select the **Excel/Delimited Text File** option. The Open dialog box appears.
17. Navigate to the spreadsheet that contains your class roster.
18. Click **OK**. Two dialog boxes appear: the **Excel File Import** box and an Excel message, informing you that there is a large amount of information on the Clipboard.
19. Click **No** for the Clipboard message generated by Excel.
20. Click **Import** to populate your participant list. Your class roster is added to the participant list.
21. Click the **Done** button to indicate that you are satisfied with your participant list.

Adding a Participant to an Existing Participant List

1. Open **Power Point 2007**.
2. Click the **Turning Point** ribbon. The tools on the **Turning Point** should now be visible.
3. Click the **Participant** tool. A menu appears.
4. Select **Edit a Participant List** on the menu. The **Open** dialog box appears.
5. Navigate to the **Turning Point** folder found under **My Documents**.
6. Double-click the **Turning Point** folder. The contents of the **Turning Point** appear.
7. Double-click on the **Participants** folder. All existing participant lists appear.
8. Select a participant list.
9. Click **OK**. The participant list is now available.
10. Click the **Edit** menu. The **Edit** menu is displayed.
11. Click the **Add Participant** option on the **Edit** menu. A row is added to the end of the **Participant List** to add an additional participant.
12. Enter the **Device ID** of the clicker that you have assigned to the new participant in the appropriate field of the new row.
13. Enter information for the remaining fields you have included in your participant list.
14. Click the **Done** button to indicate you are done making changes to the participant list.

Removing a Participant to an Existing Participant List

1. Open **Power Point 2007**.
2. Click the **Turning Point** ribbon. The tools on the **Turning Point** should now be visible.
3. Click the **Participant** tool. A menu appears.
4. Select **Edit a Participant List** on the menu. The **Open** dialog box appears.
5. Navigate to the **Turning Point** folder found under **My Documents**.
6. Double-click the **Turning Point** folder. The contents of the **Turning Point** appear.
7. Double-click on the **Participants** folder. All existing participant lists appear.
8. Select a participant list.
9. Click **OK**. The participant list is now available.
10. Click the **Row** number of the participant you wish to remove. This operation selects the entire row for the participants.
11. Click the **Edit** menu. The **Edit** menu is displayed.
12. Click **Remove Participant(s)**. The participant(s) is/are removed.
13. Click the **Done** button to indicate you are done making changes to the participant list.

Adding a Custom Field to an Existing Participant List

1. Open **Power Point 2007**.
2. Click the **Turning Point** ribbon. The tools on the **Turning Point** should now be visible.
3. Click the **Participant** tool. A menu appears.
4. Select **Edit a Participant List** on the menu. The **Open** dialog box appears.
5. Navigate to the **Turning Point** folder found under **My Documents**.
6. Double-click the **Turning Point** folder. The contents of the **Turning Point** appear.
7. Double-click on the **Participants** folder. All existing participant lists appear.
8. Select a participant list.
9. Click **OK**. The participant list is now available.
10. Click the **Edit** menu. The **Edit** menu is displayed.
11. Click the **Add Field/Group** option on the **Edit** menu. A submenu appears.
12. Select **Add Field**. The **Add Participant Information** box opens.
13. Type a name in the **Add a Custom Field** text box.
14. Click the **Add** button. The field is added to the **Selected Fields** list box.
15. Click the **Finish** button to view your custom field in the **Participant List**.

Adding a Custom Group to an Existing Participant List

1. Open **Power Point 2007**.
2. Click the **Turning Point** ribbon. The tools on the **Turning Point** should now be visible.
3. Click the **Participant** tool. A menu appears.
4. Select **Edit a Participant List** on the menu. The **Open** dialog box appears.
5. Navigate to the **Turning Point** folder found under **My Documents**.
6. Double-click the **Turning Point** folder. The contents of the **Turning Point** appear.
7. Double-click on the **Participants** folder. All existing participant lists appear.
8. Select a participant list.
9. Click **OK**. The participant list is now available.
10. Click the **Edit** menu. The **Edit** menu is displayed.
11. Click the **Add Field/Group** option on the **Edit** menu. A submenu appears.
12. Select **Add Field**. The **Add Participant** Information box opens.
13. Type a name in the **Create a New Group** text box.
14. Click the **Add** button. The new group is added to the **Included Groups** list box.
15. Click the **Finish** button to view your new group in the **Participant List**.

Removing a Field/Group from an Existing Participant List

1. Open **Power Point 2007**.
2. Click the **Turning Point** ribbon. The tools on the **Turning Point** should now be visible.
3. Click the **Participant** tool. A menu appears.
4. Select **Edit a Participant List** on the menu. The **Open** dialog box appears.
5. Navigate to the **Turning Point** folder found under **My Documents**.
6. Double-click the **Turning Point** folder. The contents of the **Turning Point** appear.
7. Double-click on the **Participants** folder. All existing participant lists appear.
8. Select a participant list.
9. Click **OK**. The participant list is now available.
10. Click the name of the field you wish to remove.
11. Click the **Edit** menu. The **Edit** menu is displayed.
12. Click the **Remove Field/Group** option on the **Edit** menu. The field/group is removed.

Deleting an Existing Participant List

1. Open **Power Point 2007**.
2. Click the **Turning Point** ribbon. The tools on the **Turning Point** should now be visible.
3. Click the **Participant** tool. A menu appears.
4. Select **Delete a Participant List** on the menu. A box appears with a list of Participant lists.
5. Select the list(s) you wish to delete.
6. Click the **Delete** button. The selected participant list is removed.