



Faculty Manual




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TurningPoint Overview

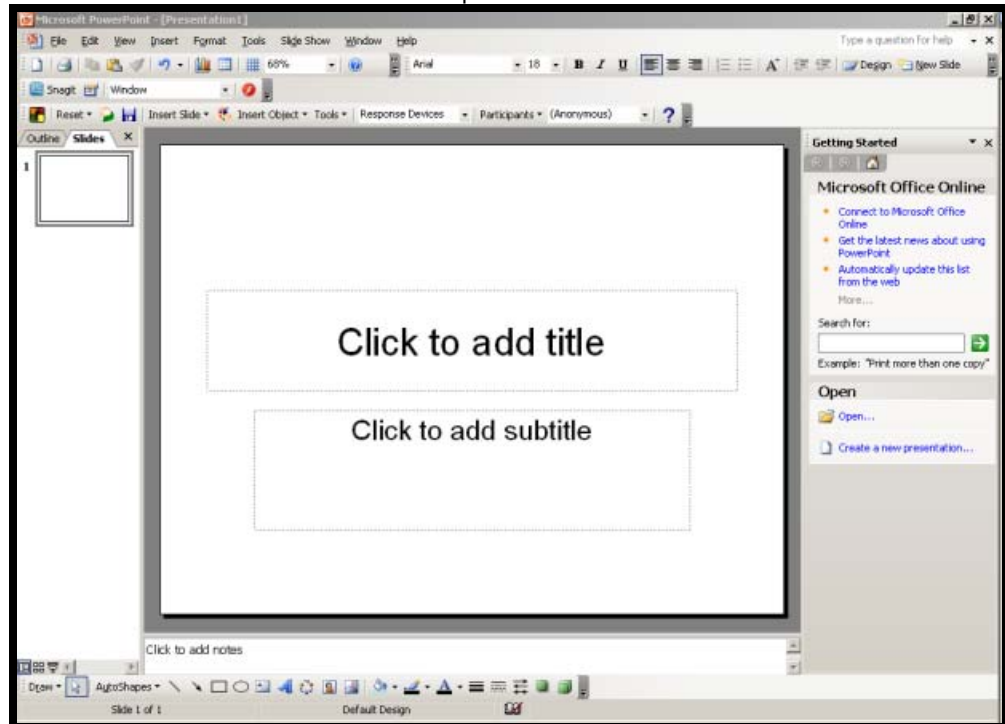
Accessing TurningPoint:

In this section of the manual we will discuss how to access TurningPoint.

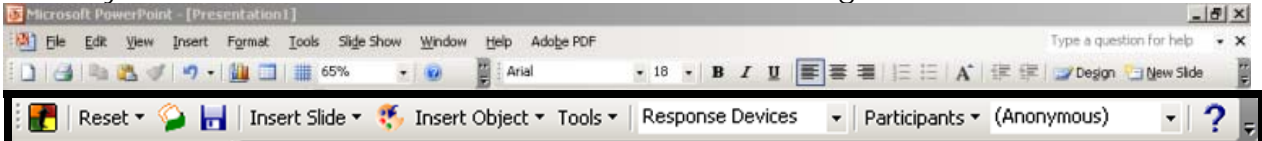
Click the Turning Point icon on your desktop  to open the program and get started.

- If Turning Point is not currently on your desktop and you would like to use the program, notify Bo Clarke (Bo.Clarke@carolinus.org) or Larry Turner (Larry.Turner@carolinus.org) to install for you.

The program runs inside of PowerPoint so your screen will be **ALMOST** identical to a blank PowerPoint presentation:




The only visible difference on the screen is the row of TurningPoint controls seen here:



You will design slideshows just like you normally would, however you now have the ability to create interactive slides

TurningPoint Controls

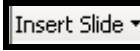
Inserting Slides & Objects:

<p>In this section of the manual we will discuss how to Insert Slides and Objects.</p>	
	<ul style="list-style-type: none"> • The Insert Slide Drop Down menu allows you to insert slides: • NOTE: It is best to design your whole presentation in Turning Point. You can import an existing presentation, but you will have to insert the slide types from Turning Point that you want once it is imported. <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-bottom: 10px;"> Insert Slide ▾ </div> <ul style="list-style-type: none"> ○ There are many slide types and the following are the two most commonly used slide types: ○ Chart Slides (Vertical Slide, Horizontal Slide, 3D Pie Slide, and more) ○ Template Slides (Yes/No, True/False, Likert Slides, and more) <ul style="list-style-type: none"> • The Insert Object Drop Down menu allows you to insert special objects on your slides: <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-bottom: 10px;">  Insert Object ▾ </div> <ul style="list-style-type: none"> ○ There are many object types available for use and it is a good idea to work with them to determine what you like the best. ○ The objects include charts, answer now prompts, countdowns, response counters, and correct answer indicators, amongst other things. ○ These objects are self explanatory in nature, but there are many variants to choose from.
	<p>Importing existing presentations:</p> <ul style="list-style-type: none"> • Once you have opened Turning Point, simply click "File" and "Open", then browse to where your PPT file is saved and select it. • The file will open up inside of Turning Point and you can then insert your interactive slides and objects. • **NOTE** make sure that you save the file as a different name from your original PPT file, or you will overwrite it with the Turning Point file extension. This is NOT reversible!

TurningPoint Controls




Inserting Slides & Object Example:

Using the information from the previous page I will show you a visual representation of a possible slide:

- Instead of clicking the "New Slide" button like you normally would, to insert an interactive slide you must click 

Here's an example of how to work with interactive slide:

Vertical Slide:

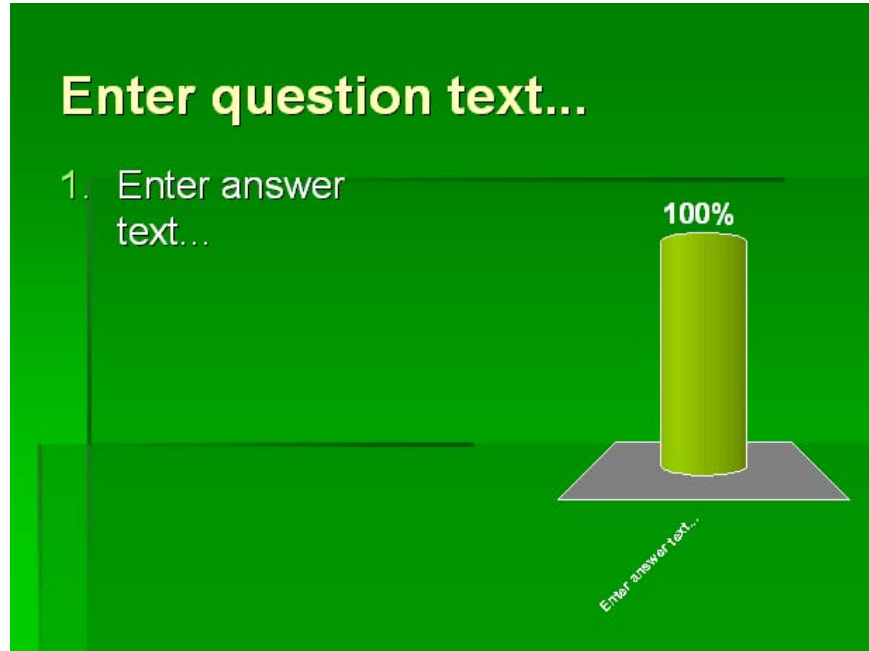
1. Enter the question text across the top
2. Enter your answer text in the middle of the page (**the chart is an interactive object and will change depending on how many answers you supply**). After creating four answers, the chart is split up into four bars.
3. If you want a **Countdown** to help get those answers in faster you will click  and select "Countdown". The object will default to 10 seconds, but by clicking inside the object you can enter a value between "1" second and "999" seconds.
4. If I want to add an object like an **Answer Now** prompt and a **Correct Answer Indicator** I will:
 - Click , click Answer Now, and choose the type of Object I want
 - ***Note* you can click inside the object and change the font and size of the text to suit your purposes**
 - To include the Correct Answer indication I will first highlight and Right Click the correct answer and choose "Set as Correct"
 - Next click  and click Correct Answer Indicator and select the indicator desired.

TurningPoint Controls

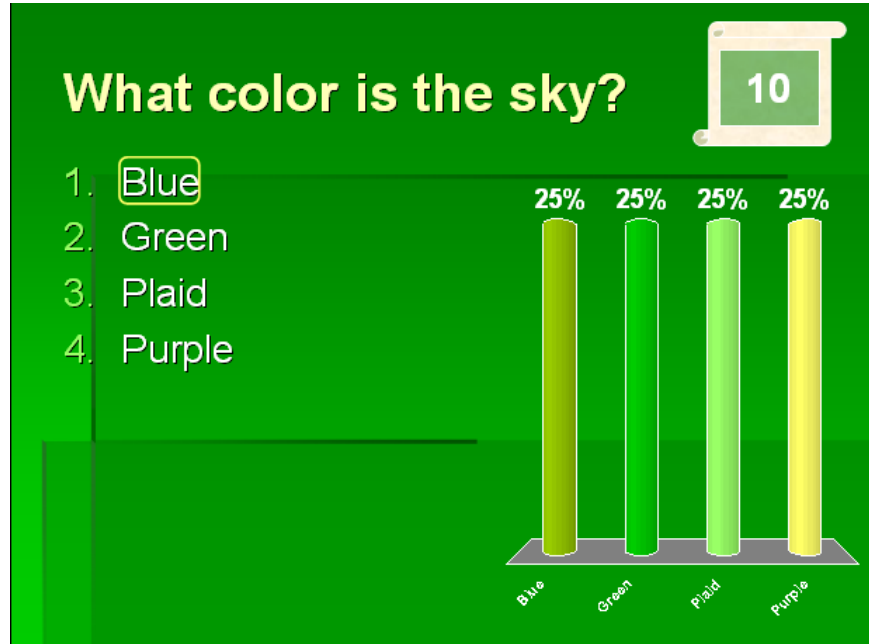
Example Slide Result:

Using the information from the previous page I will show you a visual representation of a possible slide:

BEFORE:



AFTER:






TurningPoint Controls

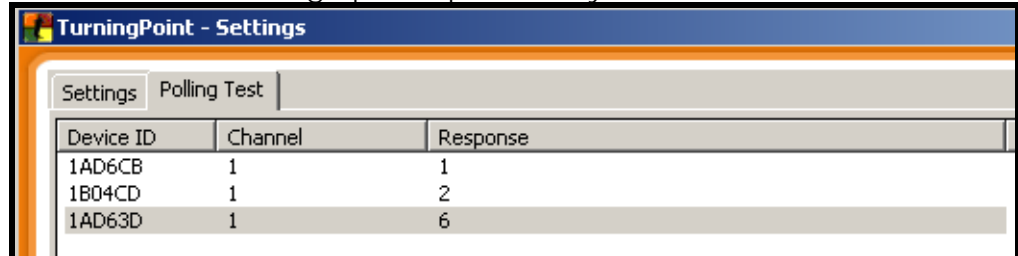
Tools Drop Down & Help Function:

In this section of the manual we will discuss utilizing the Tools Drop Down & Help Function

- The **Tools Drop Down** menu allows you to test your clickers to ensure the receiver and clickers are working properly

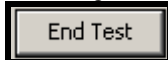




- o Make sure the receiver is already plugged into the USB port on the PC you are using
- o Under **Tools** Choose  **Settings** (Note: the **Settings in place do not need to be changed so you do not need to worry about changing the actual Settings tab**) and then click the  **Polling Test** tab and click  **Start Test**
- o Press any button on several different clickers, and each one should bring up a response on your screen:




Device ID	Channel	Response
1AD6CB	1	1
1B04CD	1	2
1AD63D	1	6

- o Whatever number is pressed on the clicker will show up in the "Response" column
- o Once you are satisfied that the clickers are responding click



- The box beside Tools does not need to be changed, leave it set at  **Response Devices** and Participants should be set to the following:  **Participants (Anonymous)**

- Need further help using Turning Point? By clicking the  icon a robust help browser will pop up and should answer your questions.
- Bo Clarke and Larry Turner are also available to help you with your Turning Point needs (see beginning of document for contact information)

TurningPoint Controls

Resetting Slides

In this section of the manual we will discuss how to utilize TurningPoint controls, specifically how to reset sessions and slides.

- The **Reset Drop Down** menu allows you to Reset your:



- **Session:** Resets slides to their original state and removes all session data returning the response tallies to zero.
- **Current Slide:** Resets the chart on the current slide to its original state but does not clear any collected response data for the slide.
- **All Slides:** Resets the charts for all slides to their original state but does not clear previously collected response data. Newly collected response data will be added to the end of the session.