# Tech Training: TurningPoint Polling

PowerPoint Polling

- Plug the TurningPoint receiver into the computer you are using for the presentation
- Launch TurningPoint.
  - Even though TurningPoint is a plugin for PowerPoint you MUST open TurningPoint and click on PowerPoint Polling first.
  - If you do not do this, TurningPoint will NOT load.
- The channel of your receiver is shown at the top left
 - If you want to test the receiver with a clicker, click on this receiver number and click Test
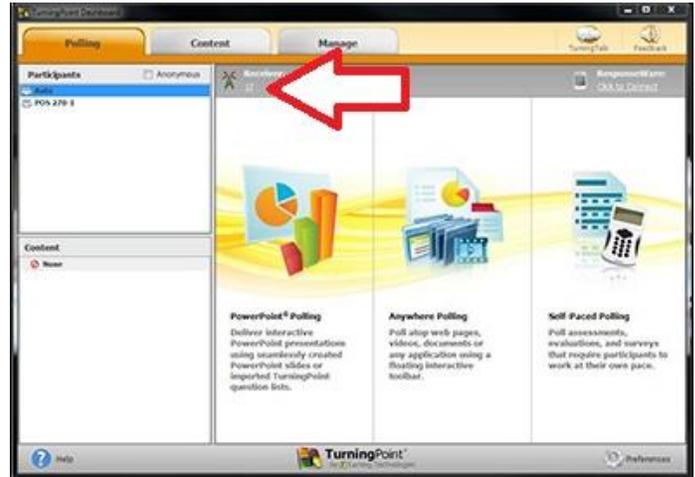
While the use of surveys or anonymous polling does not require a participant list, you **MUST** select one if you want to use TurningPoint for any kind of grading purposes.

- Import the participant list for the course. (See below for instruction.)
- Select the participant list
- From the dashboard click the desired participant list in the top left window and then click the TurningPoint you want to use.
- If you forget to click the Participant list prior to entering PowerPoint, you can still select it from a drop down menu under the TurningPoint ribbon.
  NOTE: If you are using TurningPoint for grading purposed your TurningPoint slides *must* have answer values set (i.e. correct/incorrect) in order to score polls.

With your participant list selected click on the TurningPoint polling you wish to use.

- *PowerPoint Polling* - the most popular version which is integrated into PowerPoint.
- *Anywhere Polling* - this does not require the use of PowerPoint. Instead it opens a small polling window that will sit on top of any video, document, or program and allow you to poll as you would in PowerPoint polling.
- *Self-paced Polling* - due to the type of clickers we have on campus we do not have the ability to pursue this feature.

- With PowerPoint now open via TurningPoint, open the PowerPoint file you want to present / poll with.
- Click "Reset" and click "Reset Session"
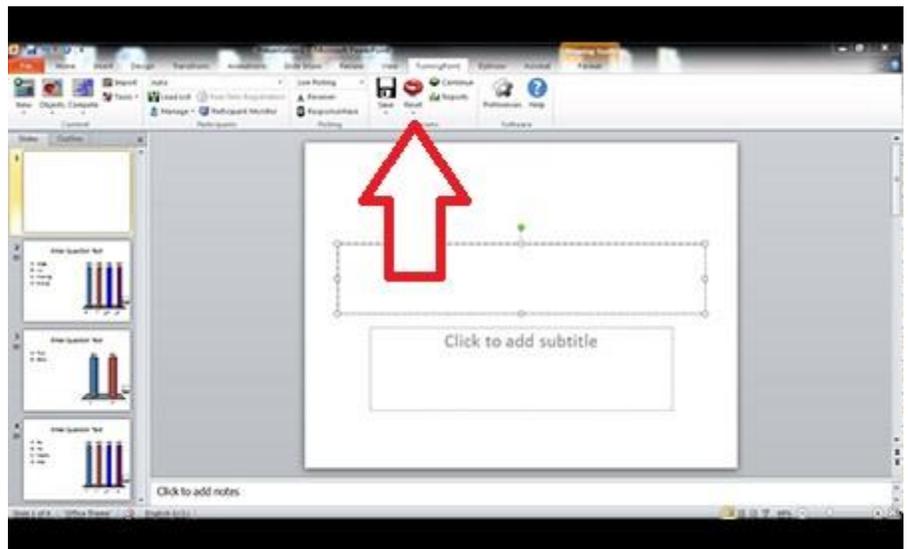
- o This will clear out any possible data from the slides and ensure they will work and polling will open when you come to them.
- Start the PowerPoint slideshow and give your presentation.
- Immediately after the presentation you will need to save the data collected.
  - o Click Save
  - o Click "Save Session"
  - o A save dialogue box will appear, save the file to the location you want and rename the file if needed. The file name used will be what TurningPoint names the column in the grade center if you choose to export the data to Blackboard.
  - o This will save the data you received from the participants, not the PowerPoint file or changes you made to it.
  - o Saving allows you to continue a saved session and export grading points to Blackboard.
- When you are ready to export your data to Blackboard click on the Manage tab and export to Blackboard. (See instructions below.)
  - o This can be done from a different location as long as you have saved your session.

Participant Lists
Import a List from Blackboard
- Launch TurningPoint
- Click on the manage tab
  - o This is where you will find the reports on data collected, importing participant lists, and exporting data to Blackboard.
- Click "Participant List"
- Choose "New" from the dropdown.
- Select "Download from Integration"
- Click "Create List"
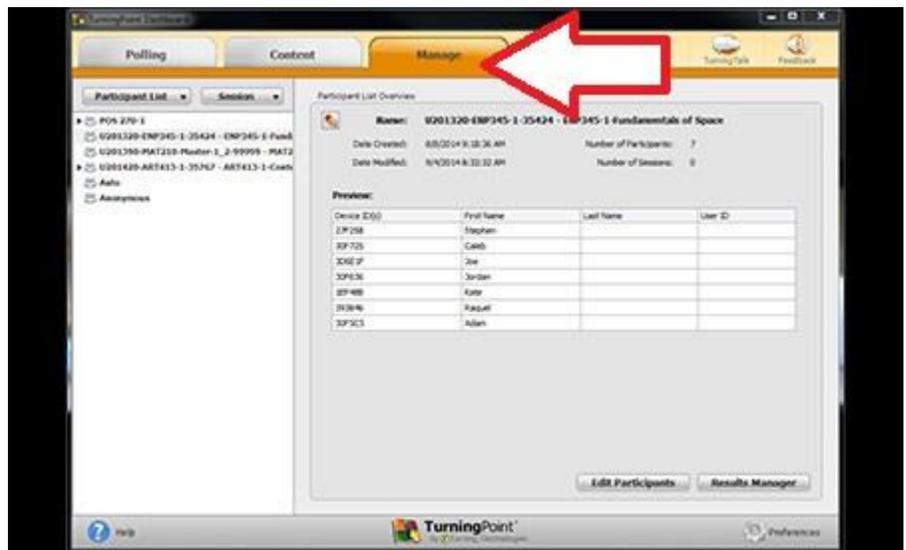
When the "Connect to Integration" window appears, enter the following information:
- *Integration*: Blackboard (choose from dropdown box)
- *Server Address*: https://courses.taylor.edu
- Enter Taylor username and password
  NOTE: If you don't want to retype Server Address and Username every time, check Remember this information. You will still have to enter your Password every time.

- Click Connect
- Select the courses for which you want to download participant lists.
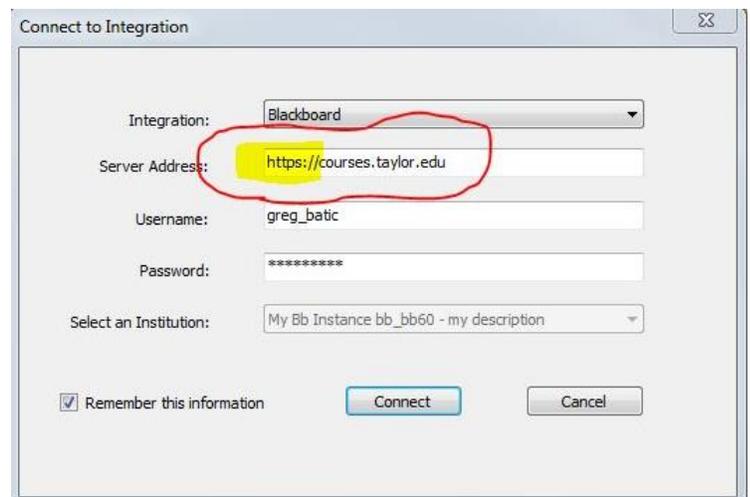
- Course listings will show the first 7 digits for the course:
  - The first four digits are the year
  - The next digit is the month

  NOTE: the newest courses are typically found at the bottom.

- With the remainder of the title you should be able to find the course label and section.
- When finished selecting, click "Import"
- The list(s) can be found under the "Participant List" panel in the TurningPoint window.

Manually Edit a List

This is useful if a student comes to class having just bought and/or registered a clicker, and you haven't yet updated your participant list for the class. If the student has not yet registered the clicker in Blackboard and you manually add them to your list, be sure to remind the student that they must register the clicker in Blackboard as well.

- Go to the "Manage" tab in TurningPoint
- Select the Participant List you would like to edit
- Click "Edit Participants"
- Double click on the field you would like to edit and enter the correct/new information.
  - You can reorder the list, sorting it by Device ID, Last Name, or First Name, and saving the results.
- Click "Save and Close" when finished making changes.
- You should get a confirmation window to save. Click "Save Changes."

Update a List

- Click on the "Manage" tab
- Select the Participant List to update
- Click "Results Manager"
- Click "Integrations"
- Fill in the information and click "Connect"
  - Integration: Blackboard
  - Server Address: https://courses.taylor.edu
  - Login with TU Username and Password
- Select "Update Participant List" and click "Update List"

Export to Blackboard

- Go to the "Manage" tab in TurningPoint
- Select the participant list you want to upload to/from.
- Click "Results Manager" in the lower right corner of the window.

- Click "Integrations"
- Login with your TU Username and Password
- Select the session files you want to upload. Click "Export"
- Double check the Grade Center to be sure the data exported correctly.

Possible Grade Center Issues

- Polling questions have the wrong default point value
- Points not counted: Polling questions do not have an answer value set.
- Double points: merged session files weren't merged by "Participants & Questions"