

Nine Steps to Successfully Running TurningPoint 2008 In the Classroom - Office 2003

1. Plug in your **USB Receiver**.
2. Open TurningPoint by **double clicking** the **TurningPoint Icon** on the desktop.



TurningPoint
2008

3. Open your **Presentation** from the File menu on the **PowerPoint Toolbar**.
4. Select your **Participant List**.



Suggestion:

- Use a *Participant List* if one has been created prior to class.
- Default options are *Anonymous* & *Auto*
 - Use *Anonymous* if results do not require individual tracking.
 - Use *Auto* to gather the individual participant's Device ID numbers without students' names.
 - An *Auto* list may also be used with the *ResponseCard XR* (with LCD screen) to "Send User Data." TurningPoint will gather all information associated with the user data.

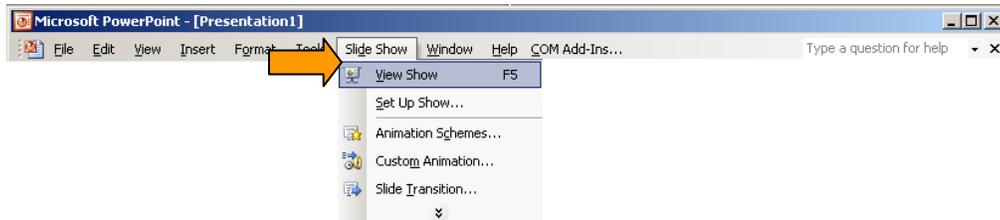
5. Select **Response Devices** on the TurningPoint Toolbar.



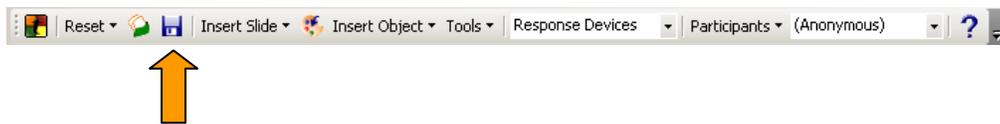
6. **Reset** the Session.



7. Start the Slide Show.



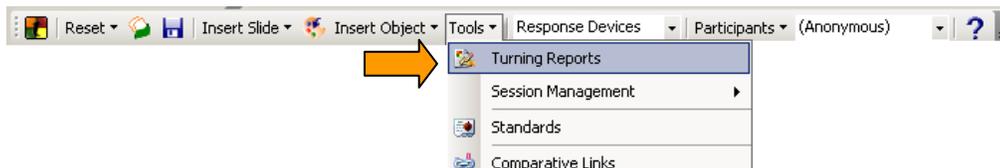
8. **Save** the Session.



Suggestion:

- Session data can be stored to any location (including a network drive or memory stick)
- The default save location for TurningPoint session data is:
C:\Documents and Settings\My Documents\TurningPoint\Sessions

9. **Generate Reports**



Suggestion:

- Reports can be generated and viewed at anytime after data is saved.
- The default save location for TurningPoint session data is:
C:\Documents and Settings\My Documents\TurningPoint\Sessions

Things To Be Noted

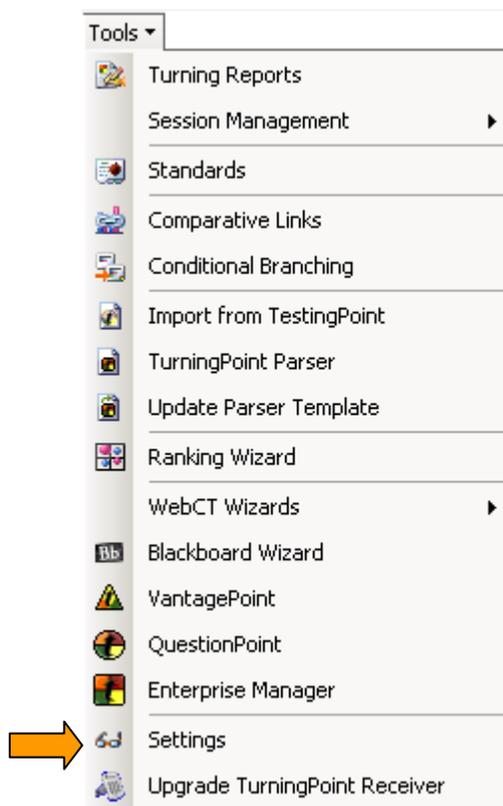
TurningPoint receivers and ResponseCards use Radio Frequency technology that can communicate up to 250 feet away without a direct line of site. Because of this, presentations in rooms within a close proximity of each other should be run on different channels if the systems are being used at the same time.

The TurningPoint default is Channel 41, which is what all equipment is set to before delivery.

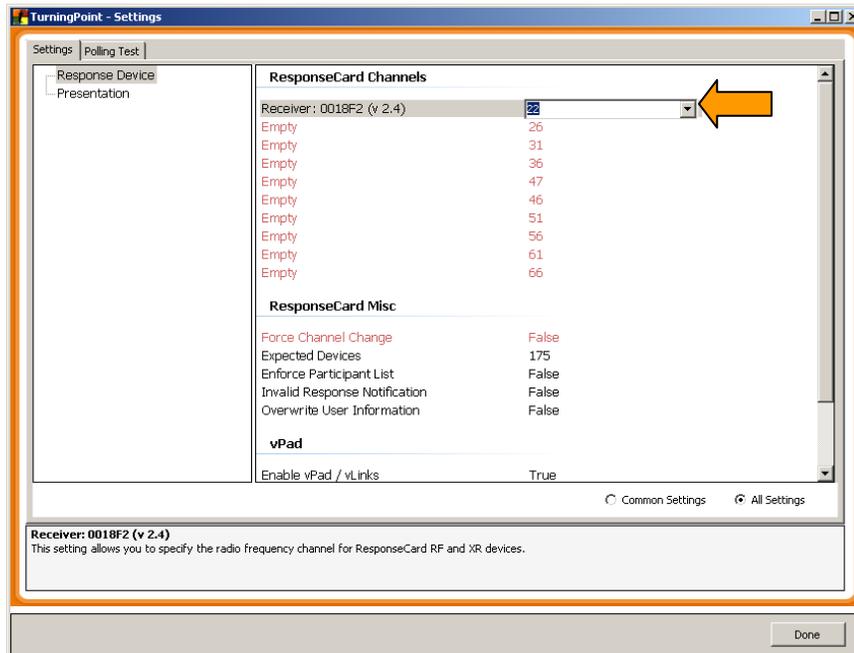
Before running a presentation, ensure that the presentation is set on the same channel as the ResponseCard devices. It is recommended that professors let their class know what channel they are using for each class even if they don't change it.

Steps to changing a channel from the presenter's computer

1. From the TurningPoint **Tools** menu select **Settings**.

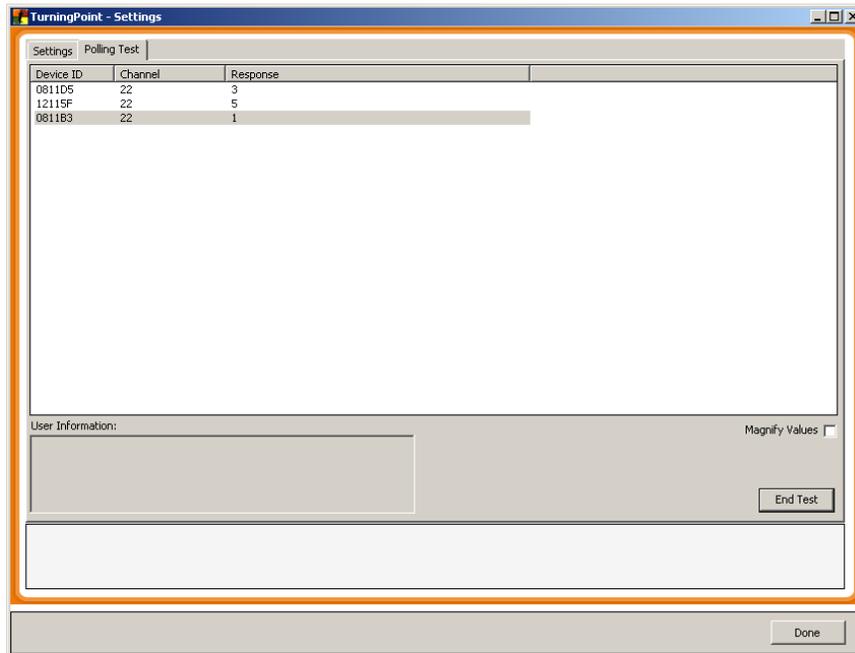


2. Select **Response Device**.
3. Select your **Channel Number** (1-82) from the first drop down menu.



Polling can also be tested to make sure the devices are working properly.

1. Ensure that the **USB Receiver** is plugged in.
2. Select the **Polling Test** Tab.
3. Select **Start Test**.
4. When a ResponseCard is on the correct channel any answer can be selected. The answer, along with the Device ID of the ResponseCard, and channel number will be listed in the Polling Test Window. This will indicate they system is working properly. (See picture below for example.)



5. Select **End Test** then **Done** to close the Polling Test.

Please note that it is not necessary to run a polling test for every class and for every Response Device. It is merely an option to test the hardware connections (Receiver & ResponseCards)