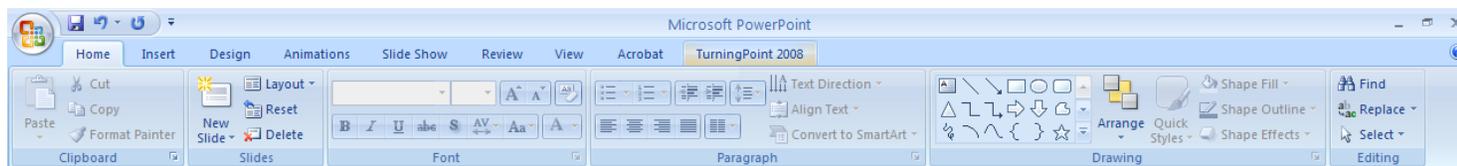# Using Turning Point

1. **Install the Turning Point software** on the computer you will be using for your presentations.
   - If you have an older version of the software on your machine you will need to uninstall it before installing the new version.
   - There is no charge to download and install the software.
   - Download the software from **http://www.turningtechnologies.com.**
   - When the download is complete double click the icon to start the install.
     1. Click **Next**.
     2. Click **I accept the terms of the license agreement** and click **Next**.
     3. Put in your **Name** and **UF IFAS**. Click **Anyone who uses this computer (all Users)** and click **Next**.
     4. Select **English** and click **Next**.
     5. Click the **Install** button.
     6. Click **Finish**.
     7. Click on ![start] and select **Shutdown**, **Restart**.

2. **Set Turning Point to start automatically when you start MS PowerPoint**.
   - You can have Turning Point start whenever you bring up PowerPoint or you can always use the Turning Point icon and start Turning Point separately.
     1. Double Click on the Turning Point Icon to open it. MS PowerPoint will open up.
     2. Click on **Turning Point 2008** on the overhead menu bar.

   3. Click on **Tools** and then select **Settings**.
   4. Select **Presentation** from the left pane.
   5. Scroll down until you see Misc on the right.
   6. Right click on **Add in Always** and use the drop down menu to select **True.**
   7. Click the **Done** button at the bottom**.**

Misc	
Add-In always loaded	True
Correct Point Value	100
Incorrect Point Value	0

3. **Set up the Turning Point Devices.**

- Before you begin you must set up your devices.
- The **RF Ccard** is a radio receiver. It will receive the data via radio wave from the response card.
- The RF card works on a radio frequency. You must choose which channel to use and remember it. You may need the channel if you have problems in a session.
    1. Open **PowerPoint**.
    2. Plug the RF card into a USB port on your laptop.
    3. Click on **TurningPoint 2008** on the overhead menu bar.
    4. Select **Tools** and then **Settings**.
    5. Click on **Response Device** in the left panel.
    6. Right click on **Expected Devices** in the right panel and set it to the maximum number of response cards you will be using. For example, if your office has 2 sets of 15 cards set it to 30.
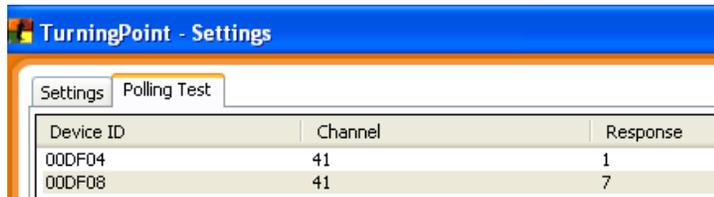- The **Response Card** has an internal ID that is read by the RF card. This allows the RF card to determine which response came from which card.
- When first starting up test each Response Card.
    1. Open **PowerPoint.**
    2. Plug the RF card into a USB port on your laptop.
    3. Click on **TurningPoint 2008** on the overhead menu bar.
    4. Select **Tools** and then **Settings**.
    5. Click on the **Polling Test** tab.
    6. Click on **Start Test**.
    7. Take out each Response Card and click any key. You should see the card identified in the list as you click it.

Device ID	Channel	Response
00DF04	41	1
00DF08	41	7

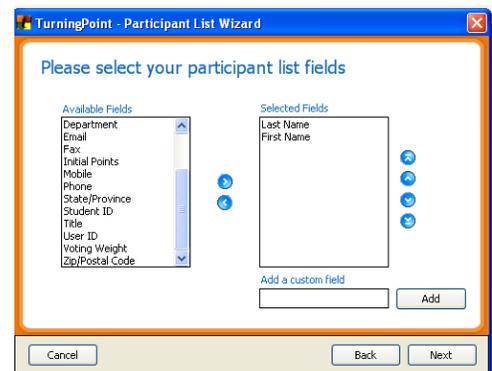8. Press the **End Test** button after all devices have been tested.

You may want to do a screen print before closing the test and paste it into a document so you have a list of your device ID's.

- Each card should show the same channel. If it does not reset it on the card that is off by clicking on **Menu** and selecting **Change Channel**.
- If your card does not show up it may be the battery in the card or a defective card. But try unplugging the RF receiver first and plugging it back in.
- If you look at the back of your response card you will see that the ID matches the ID on the lower back of your card.

Create a Participant List.

- You can have as many Participant Lists as you need or want.
- A Participant list can be specific (the names of the participants) or generic (the numbers or letters of the response card).
- You can have both specific and generic lists.
- You might want a specific list when you are grading for credit and a generic list when you want to know a groups opinions on certain topics or to see if the group understood what you were teaching.
- You can only use one participant list per session. But you can use different Participant Lists with the same PowerPoint in different sessions.
- A participant list cannot exceed the number of devices you are licensed for.

    1. In PowerPoint click on **TurningPoint 2008** on the overhead menu bar.
    2. Select **Participants** and the **Participant List Wizard**.
    3. Select **Education Template** and click **Next**.
    4. Select the fields you want to use by clicking on them and then pressing the arrow key to move them from the left to the right panel. If fields appear in the right panel that you do not want move them back to the left panel using the arrow key. You can also add any custom field you want by typing it in the box and clicking the Add button.
    5. When you are done selecting your fields press the **Next** button.
    6. Skip the Add Groups section and click **Next**.
    7. Put in a descriptive name for your list and press **Finish**.
    8. You can add participants by clicking **Edit** and selecting **Add Participant**.
    9. Press **Done** to Exit the Wizard.
    10. Once created you can edit the list by clicking **Participants** and selecting **Edit Participant List**.
    11. Manually create a list by putting in the Device ID on the back of the receivers (It is case Sensitive) for each device you have. Name the list Default List or something similar. Use the list to create new lists by copying it to a new file. This will save you having to rekey the device ID each time you want to create a new Participant List. You can just change the participant information for each list.
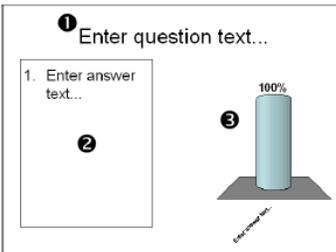
Creating your Presentation

You can mix regular slides and Turning Point Slides in the same PowerPoint presentation. If you set Turning Point to automatically open when you start PowerPoint you can just open PowerPoint to start creating your presentation. If you did not, you will have to open Turning Point to create your Presentation.

1. Open PowerPoint or Turning Point.
2. Click on **Turning Point 2008** and select **Insert Slide**.
3. Select the type of slide you wish to create.

Chart Slides will contain a Question Area, an Answer Area and a chart area.

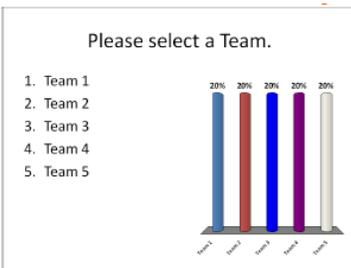1. Put in the text you want for the question and fill in the possible answers. Maximum of 10 answers.
2. The first 6 slide options are chart slides.
3. Once your slide is created you can add pictures, change the question or answers, rearrange any part including the chart etc.

Note: You can change your chart type after your slide is created by selecting **Insert Object** on the overhead menu bar and then selecting the chart you want to change to under **Charts**.

Competition Slides allow you to assign teams and keep track of the participants or teams with the most points and fastest responses. The competition slides include: Team Assignment Slide, Participant Leader Board, Team Leader Board and Fastest Responders.
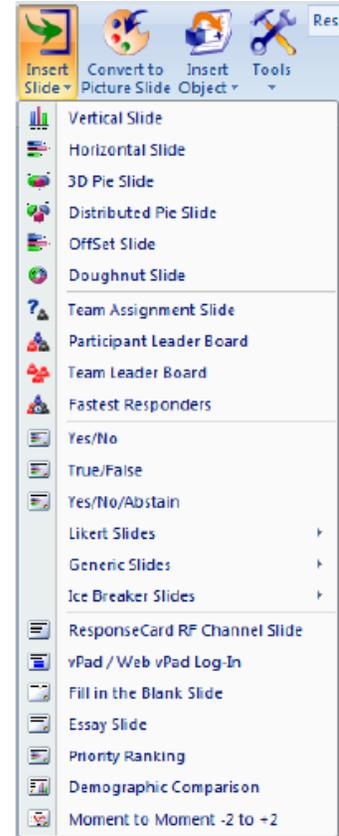
Note: Since the Leader Boards and Fastest Responders slides are updated after each question, you only need to include one of each in your presentation. Simply place it at the end of the presentation and jump to that slide when you want to know which participants or teams are in the lead.

1. Create a **Team Assignment** slide by selecting **Insert Slide**, **Team Assignment Slide**.

2. Put the names of the Teams in the Answer portion of the slide. You will show the slide and ask your audience to join a team by pressing the number of the team they wish to join (Maximum of 10 teams).

Note: You want to show this slide and have the audience join their teams at the beginning of the presentation. You can also assign people to teams ahead of time by creating a Participant List that has groups in it. Set up the groups and then add them to the Participant list.

Competition Slides Continued

The **Participant Leader Board** slide keeps track of which individual or is ahead in the competition. You can toggle back and forth to this slide so you audience can see visually who is ahead. The slide update automatically after each question.

1. Create a Participant Leader Board slide by selecting **Insert Slide**, **Participant Leader Board Slide**.
2. Change the number of participants listed (default is 5) by selecting **Tools** from the overhead menu bar and then **Settings**.
3. Under **Competition Settings** put in the number of entries you want to show on the **Participants in Leaderboard** by clicking on the arrow and using the drop down menu to select the number you want.
4. To have the Leaderboard show who has the most points for the entire session leave **Accumulated Points** set to True. If you want only who had the highest points in the last question change it to False.

The **Team Leader Board** is just like the Participant Leader Board but it displays which Group or Team has the most points rather than which Individual has the most Points.

1. Create a Team Leader Board slide by selecting **Insert Slide**, **Team Leader Board Slide**.
2. Change the number of teams listed (default is 5) by selecting **Tools** from the overhead menu bar and then **Settings**.
3. Under **Competition Settings** put in the number of entries you want to show on the **Teams in Leaderboard** by clicking on the arrow and using the drop down menu to select the number you want.
4. To have the Leaderboard show which team has the most points for the entire session leave **Accumulated Points** set to True. If you want only which group had the highest points in the last question change it to False.

The **Fastest Responders** slide displays which individual or team had the fastest response with the correct answer.

1. Create a Fastest Responder slide by selecting **Insert Slide**, **Fastest Responder Slide**.
2. By default the fastest responders slide displays only responders with correct answers to have it display all responders click on **Tools** on the overhead menu bar and select **Settings**. Change **Include all Responders** to True.

Note: Competition slides are meant to be used for a presentation that is competition based, not for a few slides in the middle of a non-competition based presentations. If you want part of your presentation to be competition based and part not competition based make two separate presentations.

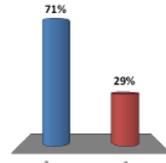| Fastest Responders (in seconds)	
1.89	Andrew Jackson
1.90	John Q. Adams
1.91	John Adams
1.95	Gerald Ford
2.00	Alexander Hamilton

Template Slides

Template slides are a set of slides based on common use templates. Template slides include Yes/No, True/False, Yes/No/Abstain, Likert, Generic and Icebreakers.

The **Yes/No slide** is used for questions with a a response of either Yes or No.
1. Select **Insert Slide** from the overhead menu bar and then choose **Yes/No**.
2. Type your question in the Question box at the top.

The **True/False slide** is used for questions with a true or false answer.
1. Select **Insert Slide** from the overhead menu bar and then choose **True/False**.
2. Type your question in the question box at the top.

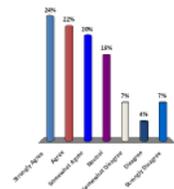The **Yes/No/Abstain** slide is a Yes/No slide that allows you to abstain.
1. Select **Insert Slide** from the overhead menu bar and then choose **Yes/No/Abstain**.
2. Type in your question in the Question box.

A **Likert Scale slide** is used for a statement with a response of varying levels of agreement or disagreement. There are 4-, 5-, and 7-level Likert scale slides.
1. Select **Insert Slide** from the overhead menu bar and then chooses **Likert Scale**.
2. Choose 4 scale, 5 scale or 7 scale depending on the level of agreement/disagreement you want to use.
3. Type your question in the Question Box.
4. Type in the wording that you want to use for your scale in the answer portion of the slide.

The **Generic Slide** is a basic question slide with up to 10 answers and a bar graph.
1. Select **Insert Slide** from the overhead menu bar and then choose **Generic Slides**.
2. Choose from 2 to 10 answers.
3. Enter your question in the question portion of the slide.
4. Enter your answers in the answer section of the slide.

There are 2 types of **Icebreaker Slides**. Type one is a word scramble slide and type 2 is an analogy slide (a is to b as c is to ?). For the Word scramble slide you supply the word, the system removes every other letter and gives you a set of scrambled letters one of which completes the word. For the Analogy slide the system generates the question and answers.
1. Select **Insert Slide** from the overhead menu bar then select **Icebreaker**.
2. Choose Analogy or Word Scramble.
3. If you chose Word Scramble enter the word you want to use.

Special Slides

The last set of slides are special function slides. Some of them you may never use and some you may find very helpful.

The **Response Card RF Channel Slide** displays directions for the audience to set or change their RF channel. You might need this slide if there is more than one Turning Point presentation going on in the same building. Since the RF receiver works on radio waves you would want to set each RF receiver and the cards for each session to a different channel. Note: If you need to use this slide it should be one of the first slides in your presentation.

The **vPad/Web vPad Log-In slide** displays setup information for participants using vPad or Web vPad to send their responses. If you do not have licenses for virtual response cards (laptops, cell phones, web etc.) you will never use this slide. If you do have the licenses you will want to display this slide at the beginning of your presentation so the audience knows how to submit their responses.

The **Fill in the Blank slide** allows you to ask a question with a blank that must be filled in. Remember that your audience has only numbers and letters on their keypad.

1. Click on **Insert Slide** from the overhead menu bar and then select **Fill in the Blank**.
2. Type in your question, leaving a blank.
3. Click on **Tools** on the overhead menu bar and select **Settings.**
4. In the Keywords box enter the correct answer for the blank or you may put in multiple correct answers separated by semicolons (;).
5. If you will be grading this answer or using it for a competition presentation enter the point value for a correct answer.

The **Essay slide** is used with vPad and Web vPad licenses only. If you do not have licenses for virtual response cards (laptops, cell phones, web etc.) you will never use this slide. The slide allows users to answer an essay question. The only thing on the slide is the question. Remember the answers must be letters and numbers.

The **Priority Ranking slide** allows users to respond to the same question multiple times based on their preference. First choice is given more points than second choice etc. You can have up to 10 choices.

1. Click on **Insert Slide** on the overhead menu bar and select **Priority Ranking**.
2. Enter the number of responses each participant can give (you must have them rank all answers or it will not work correctly).
3. Enter directions for Ranking in the Question box.
4. Enter the things you want ranked in the Answers box.

Note: This may not give you the results you expect. Unless they rank all items if more people choose a given answer, even if they choose it as their last choice, that answer will come out ahead of what was really the first, or second choice winner.

Special Slides Continued

Use the **Demographic Comparison slide** to see how a certain group in your audience responds to questions. For instance man or woman, younger or older, homeowners and renters etc. There are 3 steps to setting up a Demographic Comparison Chart. You must first set up the Demographic slide or slides that ask the demographic questions (are you male or female). Then you create the slide you want to compare to the demographics (do more men or women like Chocolate) you then use the Demographic Comparison slide to choose which Demographic Slide to use and which Question slide to use for the comparison.
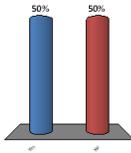
Step A

1. Create the Demographic slide by clicking on **Insert Slide** from the overhead menu bar.
2. Select a Chart, Yes/No or True/False slide whatever works best for your demographic.
3. Put in the Question in the Question box and the answers in the Answer box.
4. Click on **Tools** on the overhead menu bar and select **Options**.
5. Under **Misc** click on **Demographic** and set it to **True** using the drop down menu**.**
6. Click **Done.**

Step B
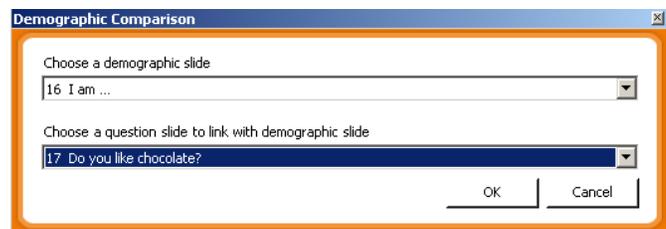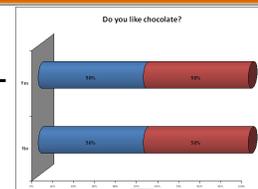
1. Create the Demographic Comparison slide by clicking on **Insert Slide** on the overhead menu bar and selecting a Chart, Yes/No or True/False slide based on what works best for the question you want to ask.
2. Insert your question in the Question area and the answers in the Answer area.

Step C

1. Click on **Insert Slide** on the overhead menu bar and select **Demographic Comparison**.
2. Enter the slide number for your Demographic slide and the slide number for your question slide using the drop down menu.
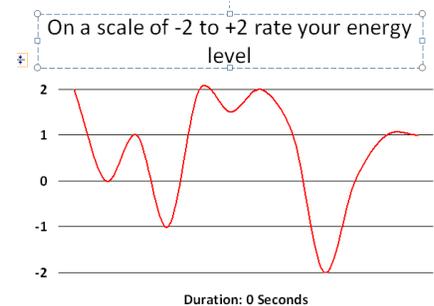
Note: You can have multiple Demographic slides (Step A) and they can be anywhere in the presentation. They do not have to be just before the Demographic Comparison Slide. **You may want to collect demographic information that you need for your reporting such as race in this way.**

Special Slides Continued

The **Moment to Moment Scoring slide** can be used to have participants rate something on a scale of -2 to +2 at regular intervals over a period of time. The Moment to Moment slide chart shows the average response at each polling interval and a curve connecting the values. Polling continues until you stop it by clicking on the slide.

1. Click on **Insert Slide** on the overhead menu bar and choose **Moment to Moment –2 +2**.
2. Type your question in the Question box.
3. Click on **Tools** on the overhead menu bar and then select **Settings**.
4. Under **Polling Cycle** set the number of seconds (from 2 to 60) that you want the Moment to Moment graph to refresh.
5. Click **Done**.

On a scale of -2 to +2 rate your energy level

Duration: 0 Seconds

Giving your Presentation

Before you Begin

1. check your equipment. Make sure your RF receiver and cards are working.
   - Plug the Reciever into a USB port on the laptop you will be using for your presentation.
   - Click on Tools, Settings nad clicking on the Polling Test icon.. The cards contain batteries that must occasionally be replaced. Keep some with your cards, in your case, so when you give a presentation you can replace it if one dies during the session. You will need a small Phillips screwdriver to remove the cover too. The XR cards take 3 AAA batteries and the Response card RF's take a 2-3v 2032 watch/calculator battery.
1. Open PowerPoint or Turning Point and click on the **Turning Point 2008** tab.
2. Click on **Response Devices** on the overhead menu bar (there is no icon for it) and select **Response Devices**. If you have licenses for virtual responses (computer, web or cell phone) click on those too. Do not click on Simulated Data unless you are just running a test.
3. Select a participant list by clicking on **Select a Participant List** and clicking on the participant list you want to use. Press the **Use Selected List** button at the bottom of the Participant List box.
4. Clear any previous sessions and allow a new polling session by clicking on **Reset** on the overhead menu bar and then select **Session**. It is very important that you do this step.
5. Distribute your response cards.

Running the Presentation

1. Begin your presentation as you normally would by clicking on **Slide Show** from the overhead menu bar and selecting **From the Beginning** or by clicking on the icon that looks like a podium on the bottom bar.
2. When you come to a Turning Point slide polling will automatically open and allow your Audience to enter their responses. A box will appear in the upper right corner of your slide showing that polling is open and how many responses have been received.
3. Click the slide once to close polling. Once polling is closed no more responses are accepted and the results are displayed.
4. Click the slide again to advance to the next slide.
5. At the end of your presentation you can save your session results to use later for reports or to combine the results with other session results. To save your session data

   - Click on **Turning Point 2008** on the overhead menu bar.
   - Click the **Save Session** button.
   - Enter a name for the file to be saved. I recommend that you use the Session name and date. You may have many saved sessions after a while Turning Point will automatically create a Turning Point folder in you're my Documents folder to store your files in. Sessions go in a Sessions folder and Participant lists go in the Participant folder.
   - Click **Save**.

Reports

Turning Point comes with a number of reports that you can run from your session data. You must have saved the session data before you can use it for reports.

View a Report

1. Click on **Turning Point 2008** on the overhead menu bar.
2. Click on **Tools** and select **Turning Reports**.
3. Select the session you want the report for from the Session box.
4. Click the Reports tab at the top of the box. Select the report or reports you wish to see and click the **Generate Report** button at the bottom of the box.
5. You can use Excel or Word to edit, save or print the reports you generate.

Note: The folders under the reports tab have additional reports in them. Double click the folder to see all the reports.