

## New Users for TurningPoint 4.1

### Setting Up Receiver

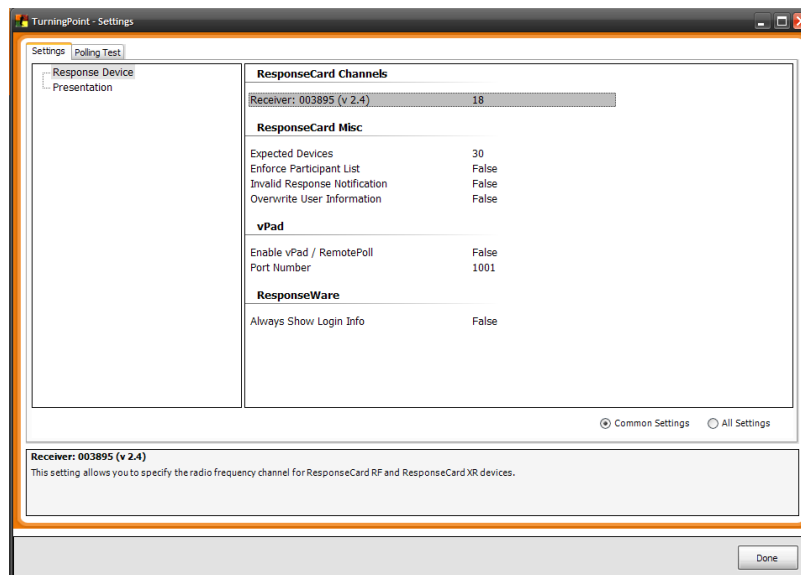
The receiver connects to the presentation computers USB port. The receiver works on a radio frequency channel, with a range of 250 feet. The default channel is 41.



When RF Receivers are used near each other, each Receiver has to be set on its own channel.

To change the channel on the receiver:

1. Click on the Tools button on the TurningPoint Toolbar.
2. Choose Settings from the drop down menu.
3. Click on Response Device on the left hand side.
4. Under ResponseCard Channels the current channel will be listed.
5. Click next to the 2 digit channel number and select a new channel.



If the computer cannot locate a receiver, it will read Empty under ResponseCard Channels.

For the response cards and receiver to communicate to each other, the cards need to be set to the same channel.

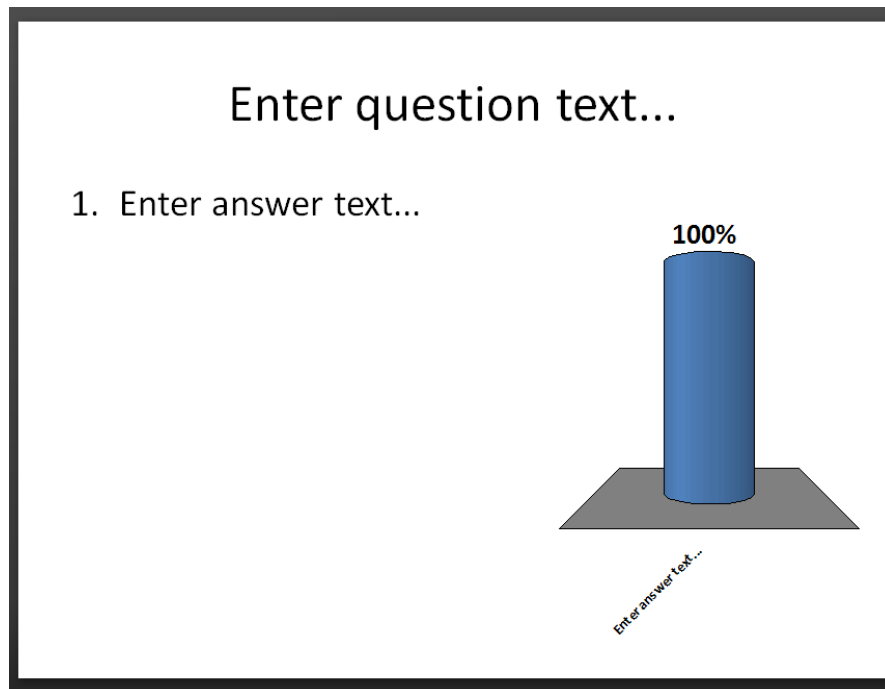
## Creating TurningPoint Interactive Slides

Interactive slides are the heart of TurningPoint. They can be used to poll, generate discussion or assess the audience, and immediately view the results.



To create a basic TurningPoint Slide:

1. Click on the Insert Slide button.
2. Select the slide type that is desired.

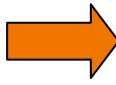


3. Once the slide is inserted into the presentation, there are 3 components:
  - Question Area: Where the question being asked is typed.
  - Answer Area: Where up to 10 answer choices for the question are typed.
  - Results Area: Where the results of the slide will be displayed.

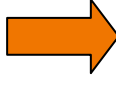
## TurningPoint Settings Pane

The Settings Pane allows customization of individual slides.

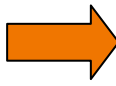
Click the eyeglasses icon to access TurningPoint Settings.



Set Point Values. The default is 100.



Set correct/incorrect answer choices.



**TurningPoint 2008** [x]

Session Options

Participant List: (Anonymous) [v]

Default Point Values

Correct:

Incorrect:

Clear All Answer Values

Answer Values

1:  [v]

2:  [v]

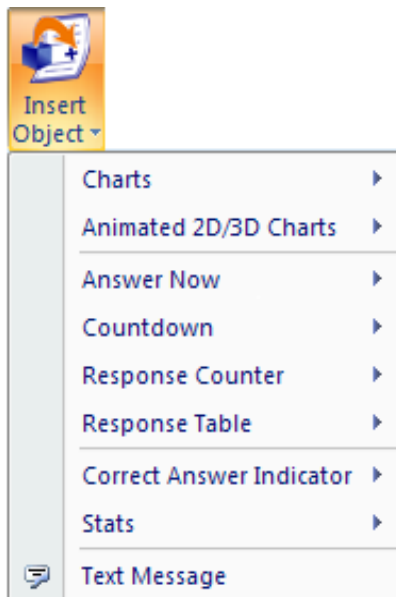
3:  [v]

4:  [v]

[v]  
 [v]  
 [v]

## Inserting Objects

Extra objects can be added to slides to enhance performance for both presenters and the audience.



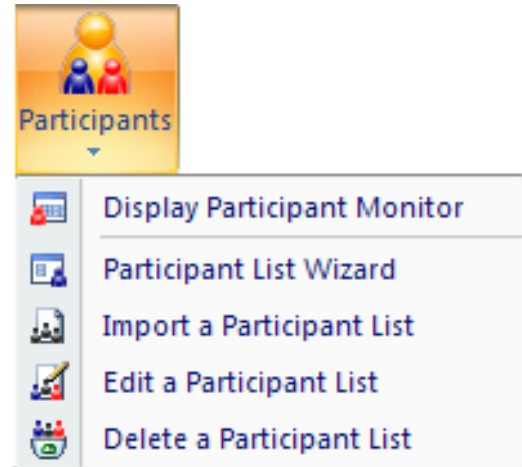
- Choose **Charts**, to change the chart type on a slide.
- Choose **Animated 2D/3D Charts**, to add dimension to slides.
- Choose **Answer Now**, to add an answer now indicator.
- Choose **Countdown**, to add a countdown timer.
- Choose **Response Counter**, to add a counter that will count incoming responses.
- Choose **Response Table**, to add a table that illustrates individual incoming responses
- Choose **Correct Answer Indicator**, to show the correct answer to the question.
- Choose **Stats**, to add statistical data to your slide.
- Choose **Text Message**, to send a short message to ResponseWare devices.

## Participant Lists

Participant Lists allow a specific card to be assigned to each person. This makes it possible to track individual results and participation.

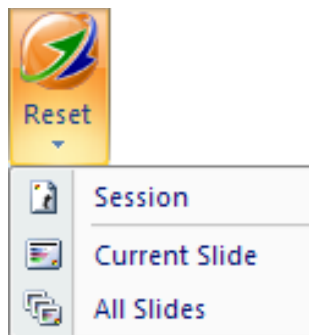
The Participants menu gives you several options:

- **Participant List Wizard** to create a list.
- **Import a Participant List** to bring a list in from another location.
- **Edit a Participant List**, to open a list and make changes.
- **Delete a Participant List**, to delete a list from your computer.



## Reset Session

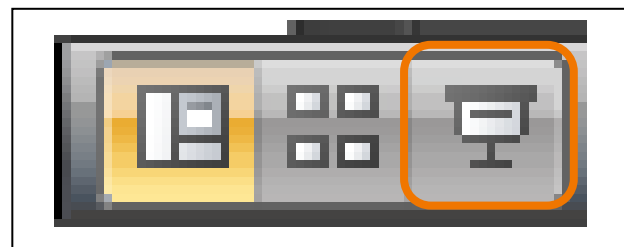
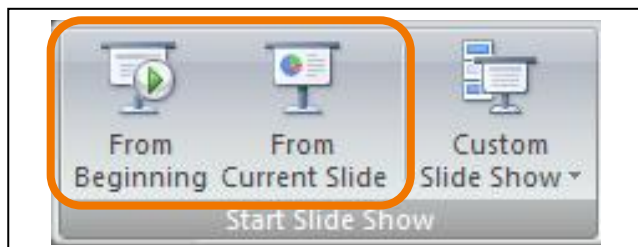
Sessions are reset before starting a new polling instance. It will clear previously collected data and return charts to zero.



Click the Reset button to reset the session, current slide or all slides in a presentation.

## Run Presentation

To start a presentation, select the Slide Show tab and choose From Beginning or From Current Slide. Pressing the Slideshow icon in the bottom right corner will also start the presentation.



## Saving Session

When a session is finished, the collected data may be saved by selecting Save Session.

To save a session:

1. Click on Save Session button on the TurningPoint toolbar.
2. Select the desired save location.
3. Name the Session file.
4. Click Save.



## Running Reports

TurningPoint offers 32 different reports to review collected data.

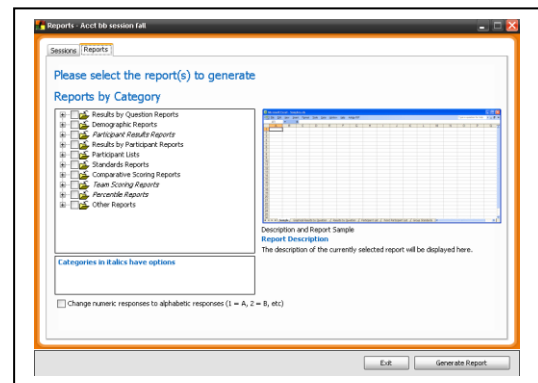
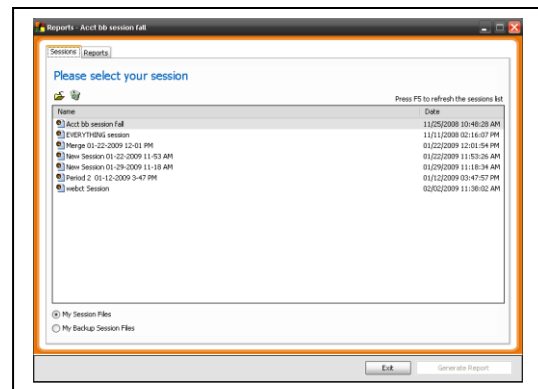
Running Reports:

1. Click on Tools on the TurningPoint toolbar.
2. Select Reports.
3. Double click the Session file to run reports.



To import a Session file click on the folder icon and navigate to the files location.

4. Select desired reports.
5. Click the Generate Reports button.



6. Reports will generate in Microsoft Excel, each report on a separate tab.

