

Using TurningPoint AnyWhere for Mac

Set Up the Response Devices

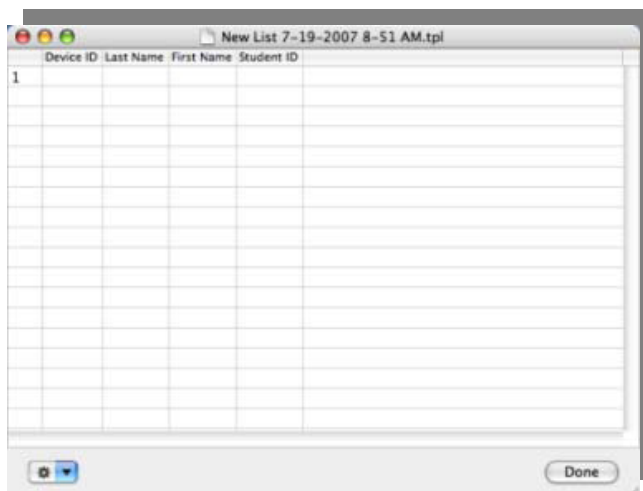
Each audience participant uses a response device to respond to the questions asked during the presentation. TurningPoint AnyWhere supports infrared and radio frequency ResponseCards.



1. Connect the device receiver to the USB port on the presentation computer.
2. From the TurningPoint AnyWhere Status Item select Preferences.
3. Select the Polling Test tab.
4. Select Start Test button.
5. Press a key on each response device to be used.
6. Select the End Test button.
7. Close the Settings Window.

Create a Participant List

Participant Lists identify the members of your audience who will use a response device during your presentation. The participant name and required information is stored along with the Device ID.



1. From the TurningPoint AnyWhere menu bar, select Participant List and select Create Participant List.
2. Select a template to be used for the new Participant List and select Continue.
3. Optionally, drag and drop a field from Available Fields to Selected Fields and select Continue.
4. Select a name for the Participant List and then select Finish
5. Add names and other participant information to the new Participant List and select Done.

Running a Successful Session

There are a few options when it comes to polling. This section will cover the many different options available for setting up polling.

Setting Up Polling

1. Click the Open Polling button on the Showbar. 

2. After your participants have responded, click the Close Polling button. 

3. After polling is closed, the graph will be displayed.

Alternative Polling Options

Starting Polling

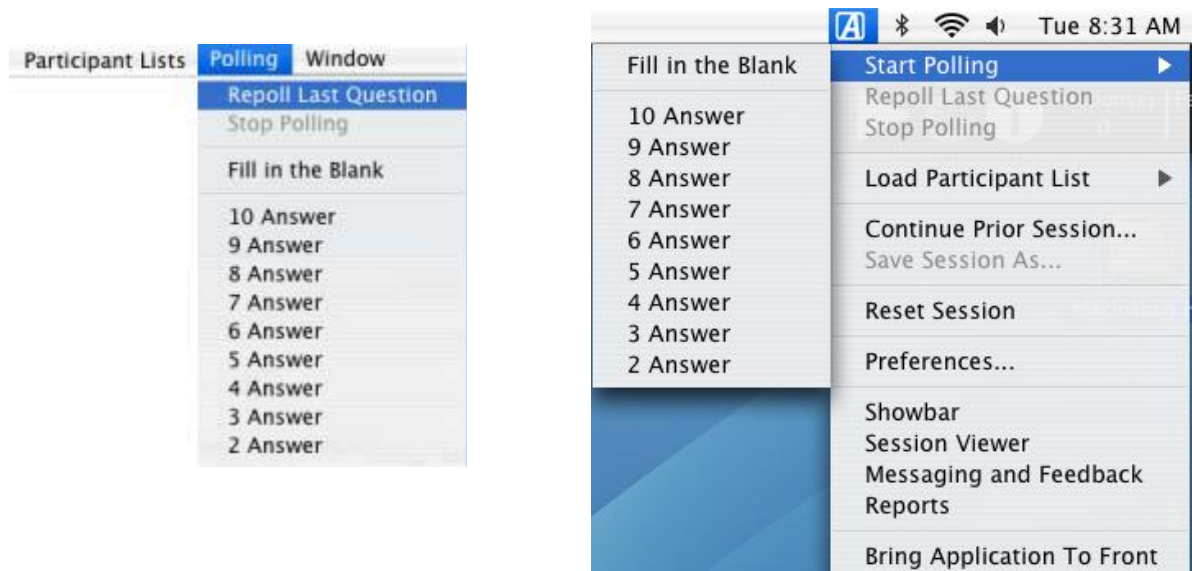
1. Click on the Status Item and then Start Polling and select the appropriate option.

2. Click on Polling on the TurningPoint AnyWhere menu bar and select the appropriate question type.

Stopping Polling

1. Click on the Status Item and then Stop Polling.

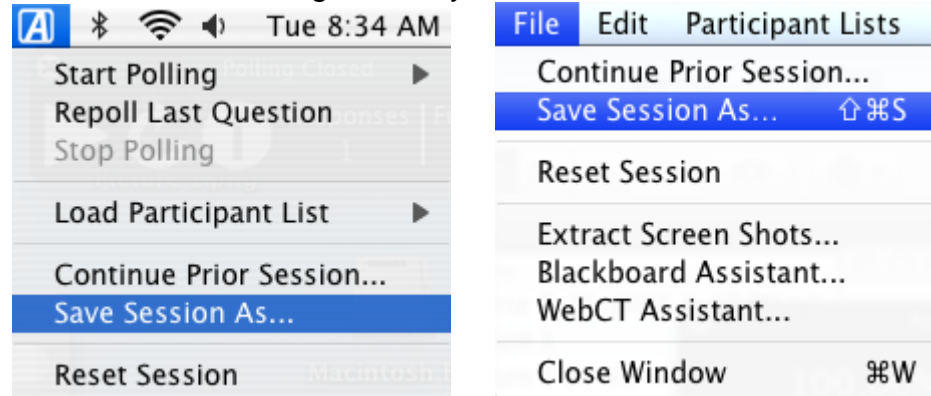
2. Click on Polling on the TurningPoint AnyWhere menu bar and select Stop Polling.



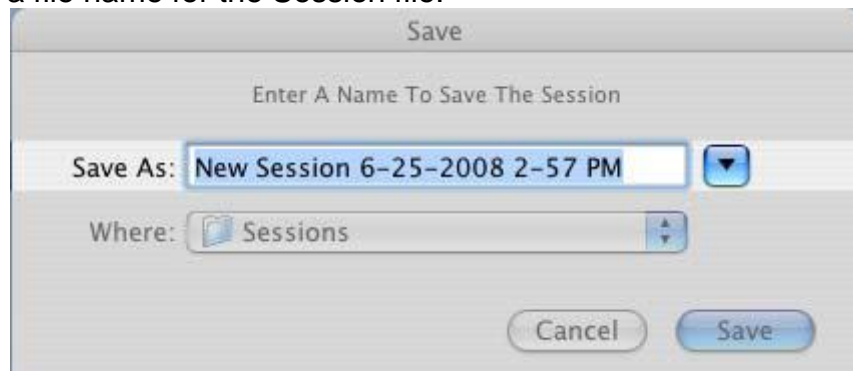
Saving Session Files

The save session feature allows the presenter to save the session file for review at a later time. The presenter can run the session files through the Reports feature of TurningPoint AnyWhere to review session files.

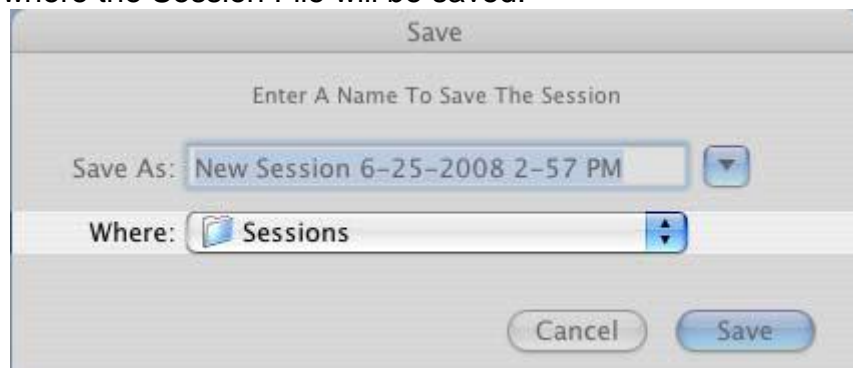
1. Click Status Item and then Save Session As or by clicking File and Save Session As from the TurningPoint AnyWhere menu bar.



2. Enter a file name for the Session file.



3. Input where the Session File will be saved.



4. Click Save.

Running the Session Viewer

The TurningPoint AnyWhere Session Viewer allows the presenter to add text for question and response choices, add response choices, set values such as correct and incorrect to response choices as well as view participant response data.

1. Click Status Item and then Session Viewer, or by clicking Window and then Session Viewer on the TurningPoint AnyWhere menu bar.



2. Click the question you want to name in the left pane.



3. Click in the Question Text Text Box, Enter your question text.



4. Click in the Answer Text Text Box, Enter your answer text.

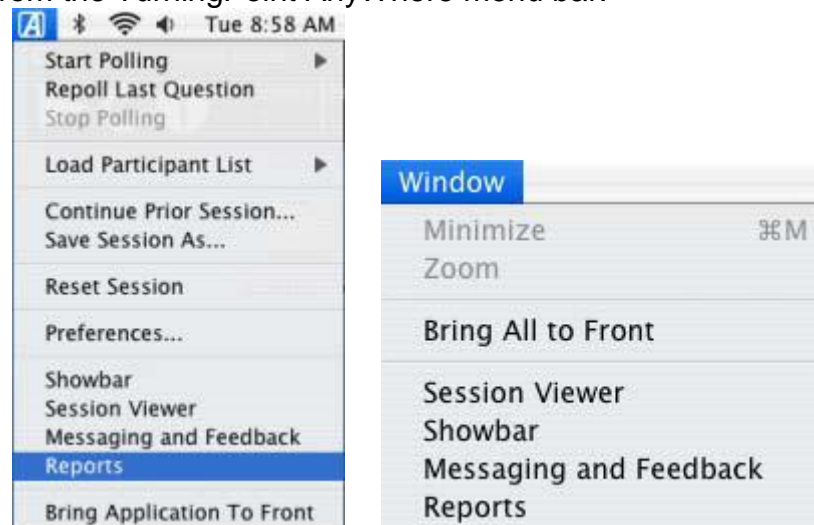
1	Answer 1	No Value	▼	✕
2	Answer 2	No Value	▼	✕
3	Answer 3	No Value	▼	✕
4	Answer 4	No Value	▼	✕

5. Click in the Answer Value Drop Down Box to set a response choice to correct or incorrect. (These save automatically when you close, there is no Save button.)

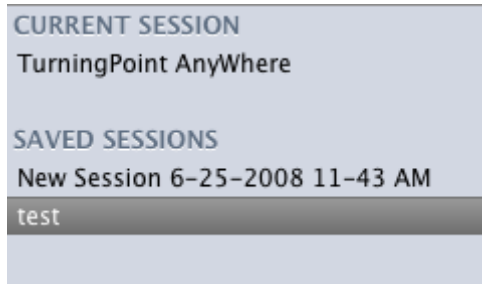
1	Red	Incorrect	▼	✕
2	Yellow	Incorrect	▼	✕
3	Blue	Correct	▼	✕
4	Green	Incorrect	▼	✕

Running Reports on Saved Session Files

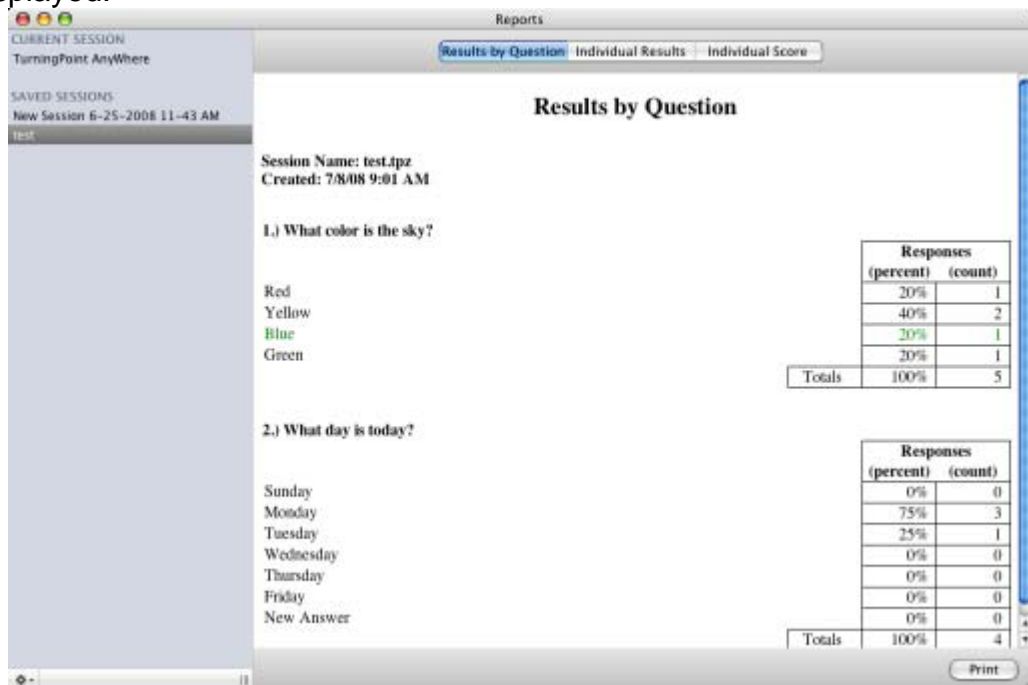
1. Click on the Status Item and then Reports, or by clicking on Window and then Reports from the TurningPoint AnyWhere menu bar.



2. Once Reports opens, select either the current session (if you have not yet saved) or a saved session.



3. Once a session is selected, the results by Question report is automatically displayed.



4. Other reports can be selected at the top of the Reports window.



5. Reports can then be printed by clicking Print.

Extracting Screen Shots from a Session

Screenshots are useful for relating response data to the content on screen at the time of polling. TurningPoint AnyWhere allows you to extract these for easy data analyses.

1. Save the Session.
2. From the TurningPoint AnyWhere menu bar, Click File and then Extract Screenshots.
3. Select the Session File to extract Screenshots from.
4. Click Open.
5. Set the location where the screen shots should be saved.
6. Click OK.



Resetting a Session

Reset Session clears all response data and resets the participant list.

1. Click Status Item and then Reset Session, or click File and Reset Session from the TurningPoint Anywhere menu bar.

