Using TurningPoint AnyWhere for PC

**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 Showbar Menu, select Tools, then Settings.
3. Select Response Device settings if there is a need to change the radio frequency channel.
4. Select polling test if there is a need to check response card and receiver functionality.
5. Close settings when finished.

**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 showbar menu, select Participants, then select Create Participant List.
2. Select a template to be used for the new Participant List and select Next.
3. Optionally, drag and drop a field from Available Fields to Selected Fields. Select Next.
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.

Basic 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 chart will be displayed.

4. Alternately, press the chart button to display the chart while polling, which will change dynamically while the participant answers.

Pre-set Polling (see section below for working with QuestionLists)

1. Click the arrow button on the TurningPoint Anywhere Showbar.

2. Select Start Polling from the menu, then select the number of answer choices desired.
3. Alternately, click the Custom option to open a window. Type in the question and answer choices for the current question.

4. If a correct answer is desired for any polling question, right-click on the answer choice in the chart, and select to mark the answer as correct.
Working with Question Lists

TurningPoint Anywhere allows the user to pre-create a list of questions for polling.

Creating a Question List

1. Click the arrow button on the TurningPoint Anywhere Showbar.
2. Select Question, then select New Question List from the menu.
3. In the Question Editor, select Add Question to add new questions.
4. Type in the question and answer choices in the fields.
5. Select the correct answer, if applicable.
6. Check the box, if a correct answer indicator is desired.
7. When finished creating questions, click Save.
Polling with a Question List

1. Click the arrow button on the TurningPoint Anywhere Showbar.
2. Select Question, then select Load Question List from the menu.
3. Select the saved list, and click Open.
4. The pre-created questions will be loaded. The current question will appear on the showbar.

5. Click the back/forward arrows to navigate through the questions.
6. Click the display option in the bottom right to display the questions in a large window with the answer choices.

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 chart will be displayed.
4. Alternately, press the chart button to display the chart while polling, which will change dynamically while the participant answers.
Working with the Session Data

The TurningPoint AnyWhere allows the presenter to save and edit the session data, as well as to generate the reports from the collected responses.

Saving Sessions
1. Click the arrow button on the TurningPoint Anywhere Showbar.
2. Select Session from the menu, then choose Save Session.

Editing Sessions/Session Viewer
1. Click the arrow button on the TurningPoint Anywhere Showbar.
2. Select Session from the menu, choose Session Viewer.
3. While on the Questions tab, click on the question you would like to edit.
4. On the right, change the question text, answer text, and/or correct answer.
5. While on the Participants tab, click on the individual response device you would like to edit. Add participant information or any other data desired.
6. Save the participant list for future use from the Settings icon in the bottom right corner of the window.
7. Close window when finished, and save the session to retain the changes.
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.

1. Once a session is selected, select and view your desired report from the dropdown menu on the right.

2. Click Save As... to save to use in another application, or click Print. Close the window when finished.