

Practical Guide to Using Turning Point® at USU

1. Getting the Program (Available in both PC and Mac versions)

- a. Make sure you have administrative rights to your computer (ask the help line to give you temporary control (295-9800))
- b. Go to www.turningtechnologies.com and follow downloading instructions
- c. You will end up with a setup icon on your desktop. Double click the setup icon to install Turning Point.
- d. You will end up with Turning Technologies in your program bar, which will expand to Turning Point, Turning Reports and User Guide
- e. Authorization for the program comes from the radio receiver. Plug the TP receiver into a USB port and use the program to receive audience responses.

2. Making a simple Turning Point Presentation

- a. Open Turning Point (either desktop shortcut or in program menu)
- b. Turning Point is integrated into Powerpoint by placing the TP toolbar directly into the usual PP interface (usually third bar down from the top with the TP logo)
- c. If you have a PP presentation you wish to add slides to, go to **File** and **Open** and select the file and open it. It will look like your PP presentation but may not display all the background in the working mode. They do show up in the play **Slideshow** mode.
- d. If you are building a new presentation, go to **File** and **New**, and start making slides like any other PP until you want to put in interactive slides.
- e. To make interactive slides, go to the TP toolbar (the third one) and pick **Insert Slide**. The first grouping gives you several styles of graphs to display responses (vertical slide, horizontal slide, etc.) The second grouping is for team competitions and when you have designated participants (see later) The third grouping has standard slides for preset questions. The fourth grouping has “special” slides for using TP over the internet (which we will not use) and for demographic and priority ranking slides (which we will use). You will probably want a slide from the group to start. Select a style and you have a new slide.
- f. Click on “Enter Question Text” and type in your question, just as you would a title on any PP slide.
- g. Click on “Enter answer text.” and type in your answers. After your first answer, hit “enter” on your keyboard and you have the next answer. You can put up to 10 different answers. You will notice that TP will then divide your graph equally by the number of answers. When you are done with the answer list, you have successfully made an interactive slide.

3. Bells and Whistles

- a. To add spice to your slides, TP has some built in features. These are mostly located in the **Insert Object** menu of the TP toolbar.

- i. “Answer now” puts an indicator on the slide that says the polling is open
- ii. “Countdown” is a clock that allows you to designate how much time until polling is closed.
- iii. “Response counter” put a large counter on the slide.
- iv. “Response Table” puts a table of responses on the slide (not recommended, too busy)
- v. “Correct Answer Indicator” will put an object of your choosing on the correct answer. You need to have designated a correct answer which is not intuitive. On your slide, highlight the correct answer, then right click on it. A menu will appear that has a lot of stuff you should ignore for now. Select “Set as Correct”. Then when you present your show the object you selected will go to the answer you designated as correct after the graph appears and you click. Be aware that sometimes it takes more than one click.

4. Giving a Presentation

- a. Go to the lecture room about 15 minutes early.
- b. Log in as yourself and put your presentation on the desktop.
- c. Put (or make sure) the Radio Frequency transmitter is in a working USB port.
- d. Open **Turning Point**, not Powerpoint.
- e. Open your presentation in Turning Point.
- f. Hit the reset button on your TP toolbar and select “reset session”.
- g. Go to the **lightning bolt**, on the TP toolbar and open the Response Device Wizard.
- h. Select the Response Card Programmable box. Then next.
- i. The program will find your device. Hit next.
- j. The program will tell you what channel you are on and the number of devices you have licensed to your school. Hit next.
- k. If you want to test a few devices, hit “conduct test” and hit a few devices, then stop test.
- l. Hit Finish.
- m. Go to Slideshow and go to it.