

Audience Response System (Turning Point) A Quick Start Guide



What is Turning Point?

Turning Point is an audience response system and by downloading a plug-in for PowerPoint it enables you to add interactivity (in the form of questions) to your slides. When on an interactive slide, students use their handsets ("clickers") to respond to questions you have set and you can see, at a glance, how the students have voted. Votes are instantly translated into on-screen graphs that can be viewed by you and the audience, which can then be used to create further discussion. Both you and the students are able to gauge how well they have understood a topic.

How do I get started?

You can download a copy from the Turning Point website. You will be asked to give a few details, but it's a free download as the company knows that the University of Exeter has sets of handsets:

<http://www.turningtechnologies.com/responsesystems/support/downloads/>

Where can use Turning Point?

Each lecture theatre of over 100 seats has been set up for Turning Point. Each lecture theatre has been set to a different channel so you will need to ask students to change the channel of their handsets before you start your lecture.

If you teach anywhere other than lecture theatres and want to use Turning Point, then the Business School has several extra USB dongles (receivers) you can use (kept in the Undergraduate support office and Xfi reception). Also, if you normally use your own laptop to deliver lectures you will need to pick up a receiver. The extra receivers are set to default channel – 41.

To change channel students will need to:

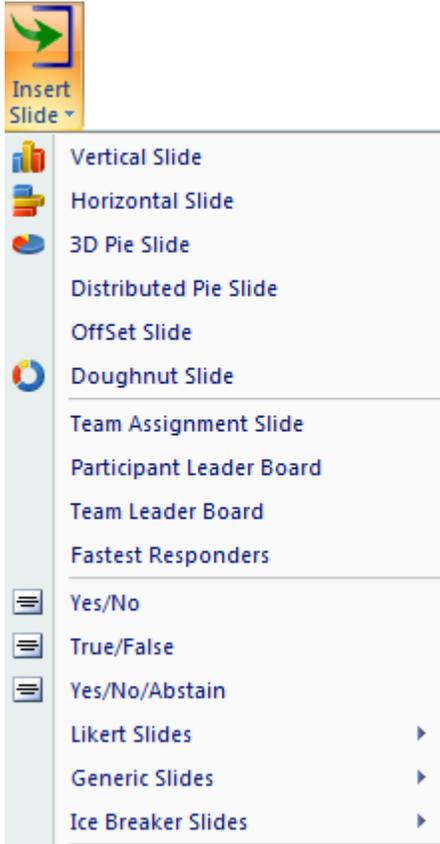
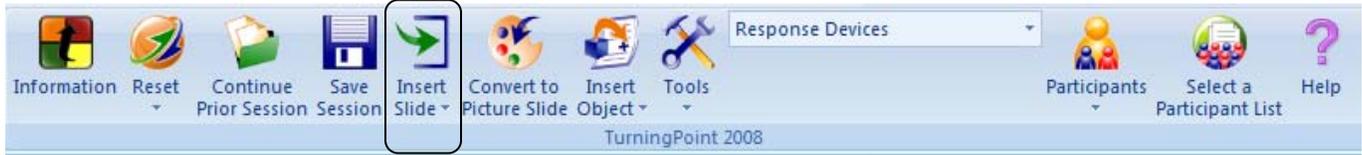
1. Press and release the "GO" button.
2. While the light is flashing red and green, enter the 2 digit channel code (i.e. channel 1 = 01, channel 21 = 21).
3. After the second digit is entered, Press and release the "GO" button.
4. Press and release the "1/A" button. The light should flash yellow to confirm.

You can add a slide to your PowerPoint presentation with this information straight from Turning Point. Simply click **Insert slide > ResponseCard RF Channel Slide**. All you then need to do is tell the students what channel the room is set to (there will be an A3 sign in the lecture theatre displaying the channel number for the room).

Note: If a lectern PC is turned off, the Turning Point receiver will reset itself to channel 41.

To reset: Open Turning Point and click on the Turning Point. Click on **Tools > Settings**. Click on **Response Device**. In the right hand side of the window you will see, at the top, **Response Card Channels**. Click where it says **41** and change it to the right channel number for the room you are in. Click **done** to save the setting.

Inserting a basic Turning Point slide



1) Choose a slide type from the dropdown menu under **Insert Slide**. To create a basic interactive presentation, start by choosing one of the chart slides or a pre-generated answer slide option:

To create a basic question slide, choose a **chart** type by which to display the audiences responses, for example, on a vertical chart or pie chart. Clicking on your choice will insert the chosen interactive slide into your presentation.

Or,

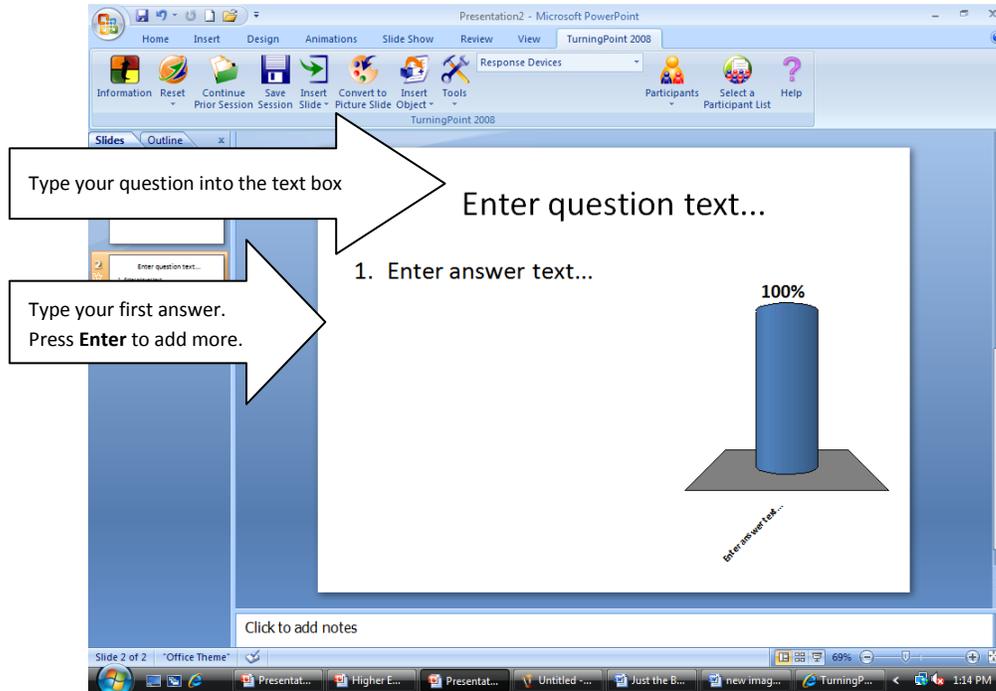
Turning Point can create a slide for you with **pre-generated** questions and answers, for example, "Do you agree?" "Yes/No".

True/False and Likert Scales (strongly agree – strongly disagree) are some of the other options available. Clicking on your choice will insert the chosen interactive slide into your presentation.

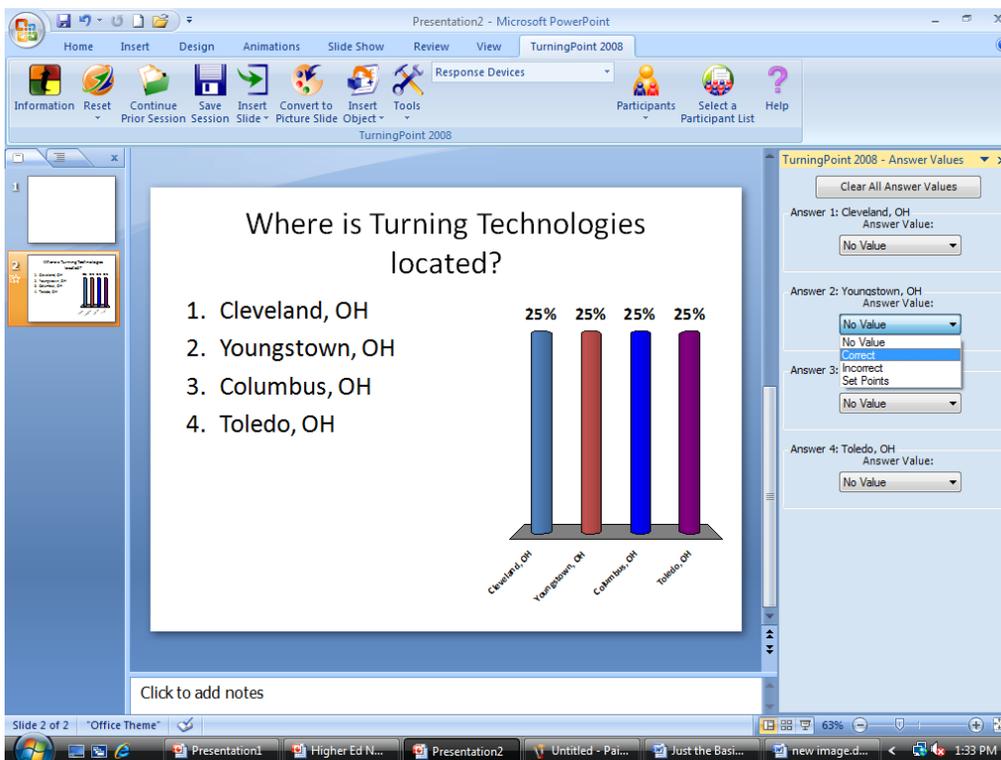
Note: A vertical chart slide will be used for the rest of the examples in this guide. A vertical chart slide is one of the most simple and easy to use slides that can be added to your presentation in order to enhance interactivity.

You can mix and match inserting ordinary PowerPoint slides and interactive Turning Point slides throughout your presentation.

2) Your newly inserted slide will prompt you to type in your question, then your answer choices. You may enter up to ten possible answers:



You can use Turning Point slides simply to generate points for discussion in your class. However, you can also use them to check your audience's understanding of a topic. Therefore, to set a correct answer:



When adding answer choices, an Answer Value task pane appears on the right hand side.

Choose the answer(s) you want to give a value and then choose a value from the dropdown menu.

Your choices include:

No Value

Correct

Incorrect

Set Points

If you choose **correct** or **incorrect**, Turning Point's default score value will automatically be assigned.

Note: Remember to save your presentation, as normal in PowerPoint, once you have finished putting all your slides together.

Running a Turning Point presentation



The Turning Point “ribbon” in PowerPoint



The Turning Point “Show bar”

1. Log in to the lectern PC or, if using your laptop, plug in a Turning Point receiver (“dongle”)
2. Double click on the Turning Point desktop icon to launch Turning Point.
3. Open your presentation file.
4. Start your presentation from PowerPoint Slide Show options.
5. When the presentation opens, advance through the slides by using traditional PowerPoint methods, such as mouse clicks or arrow keys.
6. When reaching a Turning Point slide, polling will automatically open. “Polling: open” will display in a green box in the Turning Point “show bar” which appears in the top right corner of the screen (see second image above). You can see how many people have responded to your question by looking at the response count on the show bar (see second image above)
7. When your presentation is finished, save the collected data by clicking “save session” from the Turning Point ribbon (see section below on saving session data)
8. Close down PowerPoint and log off lectern PC. If using your laptop, close down PowerPoint and remove the Turning Point dongle.

Saving session data



Click the **Save Session** button to save the session data from the audience. Ensure you use the save button on the Turning Point **ribbon menu**, otherwise you’ll only be saving your PowerPoint slide and not the data you’ve just gathered. If you have logged into the lectern PC as yourself, you can save the file into your **‘My Documents’** area. If the PC is already logged in when you arrive you will need to save the session data to a **USB memory stick**.

Clearing session data



If you’ve already run your presentation using clickers you will have to clear any previous session data, otherwise the slides will not be ready for a new set of students to respond to. Click the **Reset** button on the Turning Point ribbon menu and select **All slides**. If you want to reset a slide in the middle of a lecture, because after revealing new information you want to see if the students would change their vote, exit the slide show, click **reset** and select **Current slide**. You can then resume the slideshow.

Important things to note

- When you start PowerPoint, Turning Point will **not automatically run**. To start Turning Point double click on the icon on your desktop – it will then automatically open within PowerPoint with the correct tool bars.
- When you use Turning Point on a lectern PC, you will need to start Turning Point by **double clicking the icon** on the desktop.
- If you **adapt/rewrite** PowerPoint slides outside of Turning Point, then any intended changes may not work interactively, so it's best always to work within the Turning Point software package.
- **Animations don't work** within Turning Point slides. It's best to completely avoid using animations in your presentation when using clickers since it can cause the voting system to become unresponsive.

Further support

User guides and manuals can be downloaded from this page:

<http://www.turningtechnologies.com/responsesystems/support/productguides/manuals/turningpointpcsupportdocs/>

The whole user manual is 462 pages, so it's probably best not to print it. However, it is a useful reference guide and tells you pretty much all there is to know about Turning Point.

There are also some online video tutorials that will help get you up and running – choose the Turning Point for PC (or Mac) version.

<http://www.turningtechnologies.com/studentresponsesystems/trainingevents/onlinetutorials/>

Further support and advice is available from the INTEGRATE project website projects.exeter.ac.uk/integrate