TurningPoint + Clickers + Mobile + Web
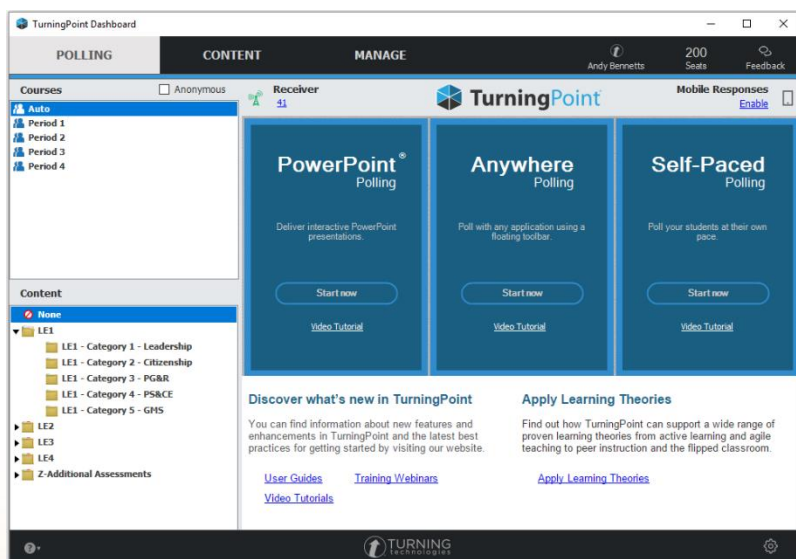## Training Manual for MCJROTC
Updated: Sept 2020

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PowerPoint®
Polling

Deliver interactive PowerPoint presentations.

10 STEPS TO SUCCESSFULLY RUN POWERPOINT® POLLING FOR PC

1 Plug in Receiver.

2 Open and Log into TurningPoint.

TurningPoint

3 Verify Connection (Number shown below "Receiver" and/or "Mobile Responses" on Dashboard).

4 Select Course (optional).

5 Select presentation from Content (recommended).

6 Click PowerPoint® Polling.

7 Reset Session.

8 Run Presentation.

9 Save Session (optional).

10 Generate Reports (optional).

interactive Learning
IN PARTNERSHIP WITH
TURNING technologies
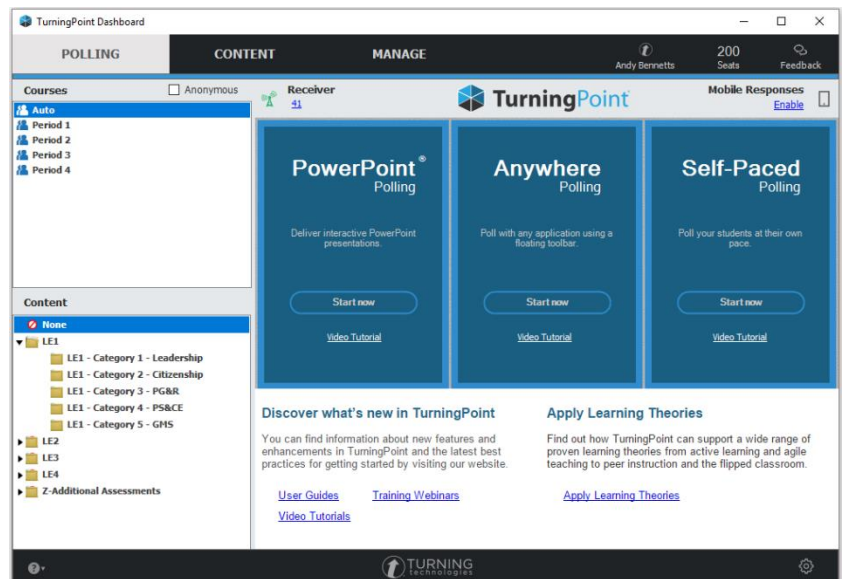
Anywhere
Polling

Poll with any application using a floating toolbar.

10 STEPS TO SUCCESSFULLY RUN ANYWHERE POLLING

1 Plug in Receiver.

2 Open and Log into TurningPoint.

TurningPoint

3 Verify Connection (Number shown below "Receiver" and/or "Mobile Responses" on Dashboard).

4 Select Course (optional).

5 Select Content (optional).

6 Click Anywhere Polling.

7 Click Start to open polling.

8 Click Stop to close polling.

9 Save Session (optional).

10 Generate Reports (optional).

interactive learning
IN PARTNERSHIP WITH
TURNING technologies
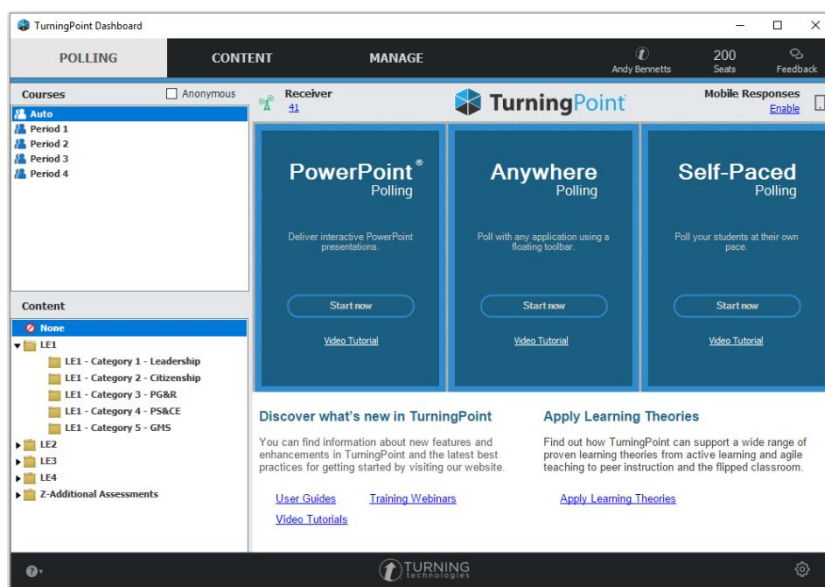
Self-Paced Polling

Poll your students at their own pace.

10 STEPS TO SUCCESSFULLY RUN SELF-PACED POLLING

1 Plug in Receiver.

2 Open and Log into TurningPoint.

TurningPoint

3 Select Course (optional).

4 Select Content.

5 Click Self-Paced Polling

6 Click Accept Logins.

7 Click Start Polling.

8 Click Stop Polling.

9 Save Session (optional).

10 Generate Reports (optional).

Polling

TurningPoint web

CREATING NEW CONTENT

1. Sign into **TurningPointweb**.
2. Click Select on desired course.
   The course opens on the Content page.
3. Select Create Content.
4. Name your Content and click Create.
   The content creation page opens.
5. **Click** the **Create** drop-down arrow.
6. **Select** your desired **question** or **content type.**
7. **Type required text in fields**
   provided.
8. **Select** additional options if applicable.
9. **Click Save.**

RUNNING YOUR SESSION

LIVE POLLING

1. Sign into **TurningPointweb**.
2. Click Select on desired course.
   The course opens on the Content page.
3. Select Manage on the content you want to use.
4. Click Play at the top of the page.
   Communicate *Session ID* located at the top of the page to participants.
5. Click Play button to open polling.
6. Click Stop button to close polling.
7. Click Next button to poll another question.
8. Repeat steps 5 - 7 until your session is complete. You will receive a notification when you reach the end of your content.
9. Select End.

SCHEDULED POLLING

1. Sign into **TurningPointweb**.
2. Click Select on desired course.
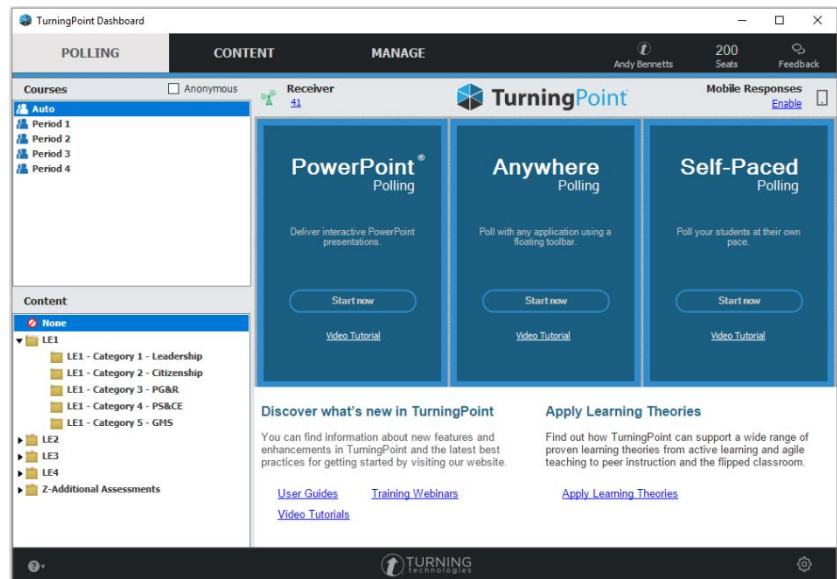   The course opens on the Content page.
3. Select Manage on the content you want to use.
4. Click Schedule at the top of the page.
5. Enter Session Name.
6. Select Start Date/Time.
7. Select End Date/Time.
8. Select *Require Participant Sign In* if desired.
9. Choose settings for First Name, Last Name, and Email.
10. Click Schedule.
    Content is scheduled.
11. Share a copy of the link from the schedule tab. Communicate link to participants.

ACCESSING RESULTS

1. Sign into **TurningPointweb**.
2. Click Select on desired course.
   The course opens on the Content page.
3. Click Results on the top navigation.
   The results page opens and loads the gradebook by default.
4. Select the sessions tab to view session results.

interactive learning
IN PARTNERSHIP WITH
TURNING technologies

Training and Support Resources

Resources and Contacts:

In addition to this Training Document (which can be found digitally at: **https://tinyurl.com/MCJROTC-TP-Manual** and the TurningPoint Help Menu (which is embedded in the software), the following resources are available to support MCJROTC instructors in their use of TurningPoint & the QT2 clickers.

1. **Turning Technologies Technical Support: 866-746-3015** (M-F; 8am-9pm EST)

   Technical support is available via phone or email. You may email Technical Support at support@turningtechnologies.com.

2. **Marine Corps JROTC Support Team**

   In addition to Turning Technologies' technical support team, you also have a dedicated **Marine Corps JROTC Support Team** available to assist you. Contact information is listed below. Email is often a convenient way to make first contact, but feel free to call us directly if you need support immediately.

Andy Bennetts Interactive Learning President (for content and technical questions that tech support cannot answer) 970-564-3284 andy@INTLRN.com	**Tamara Williams** Interactive Learning Vice President of Sales (for sales and replacement questions) 303.988.2577 tamara@INTLRN.com

3. **Training Resources**

- **Marine Corps JROTC Specific Training Resources**
   - This training manual, designed specifically for MCJROTC Instructors, is the best place to start!
   - **MCJROTC Training Library** – www.tinyurl.com/MCJROTC-Training
      - Direct Link: https://www.screencast.com/t/lqQNw091N9
- **"Generic" TurningPoint Training Resources**

   a. **Software & User Documentation Downloads**
      - A copy of the TurningPoint software is on your RF receiver.
      - If, for some reason, you need to download TurningPoint, click or type the link below:
         - **https://www.turningtechnologies.com/downloads**
         - Select the most current (released) version of TurningPoint (v8.x).

   b. **Training Resources: https://www.turningtechnologies.com/video-tutorials/turningpoint**

Preface

In 2017, the HQ of MCJROTC decided to transition from a CPS platform to a TurningPoint platform as their primary deployment of response technology in the classroom. The decision rested on the following elements:

1. CPS (Classroom Performance System), while having performed well for the last nine years (2009-2018), does not include the capabilities needed to take MCJROTC forward in K-12 education technology. These fundamental elements include:

    A. App-based integration for 1:1 environments (Mobile Response)
    B. Allowing for open-ended and constructed response questions that are digitally captured
    C. A platform that allows for future development to integrate new requirements

The TurningPoint software along with QT2 Clickers or mobile devices positions MCJROTC to implement the requirements for the future that are outlined above. The following document explains how instructors can teach the MCJROTC Curriculum, now embedded with TurningPoint presentations and question lists.

We understand that there will be a learning curve to absorb a new software. However, we are confident that TurningPoint's ease-of-use, feature set, and future capabilities will make your time worthwhile.

Prerequisite

While it is not mandatory, we **HIGHLY RECOMMEND** that you watch the Getting Started video on the MCJROTC Training Library (www.tinyurl.com/MCJROTC-Training) before diving into this manual. It can be found in the library above or by going to http://www.screencast.com/t/lIHG0sdPe.
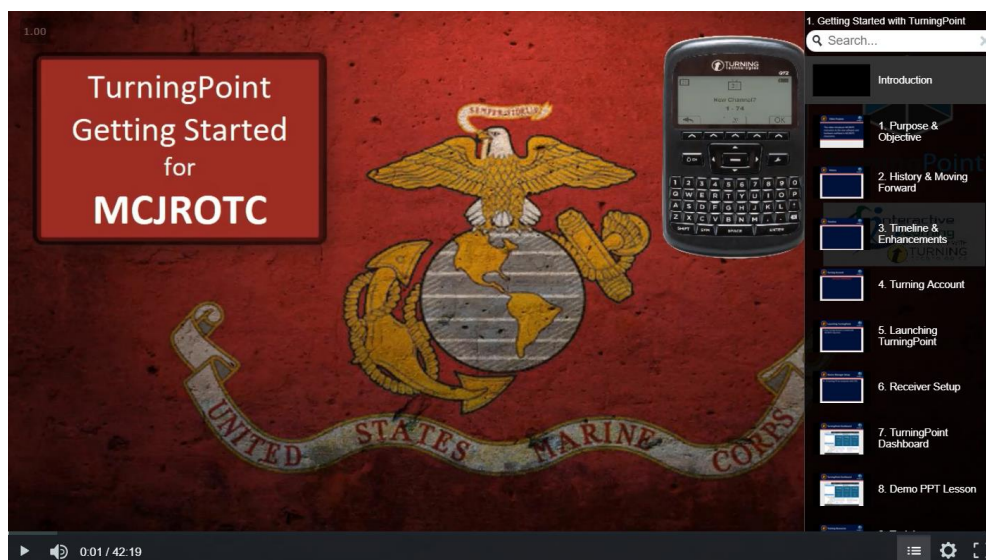
Video Training Library

In addition to this custom-built training library, MCJROTC instructors also have access to a fully customized training library that correlates directly to the chapters within the manual.

Each **Chapter** in the manual will has its own video. Tasks within the **Chapters** are bookmarked for easy navigation. Below is a list of the videos located on the MCJROTC Training Library (www.tinyurl.com/MCJROTC-Training).

Bolded titles are videos within the library.

- **1. Getting Started with TurningPoint**

TurningPoint Manual

- **Chapter 1: TurningPoint Basics**
  - Task 1: Locate and Open the MCJROTC Curriculum
  - Task 2: Launch and Log into TurningPoint
  - Task 3: Organization of the MCJROTC Curriculum
  - Task 4a: Hardware Setup – QT2 Clickers
  - Task 4b: Hardware Setup – Configuring DM
  - Task 4c: Hardware Setup – PresenterCard
  - Task 4d: Hardware Setup – Mobile Devices
- **Chapter 2: Courses**
  - Task 1: Create Courses
  - Task 2: Modify Courses
  - Task 3: Demographics
  - Task 4: Manage Courses
- **Chapter 3: Engage Lessons**
  - Task 1: Engage PowerPoint Lessons
  - Task 2: Engage Anywhere Polling
  - Task 3: Engage Self-Paced Polling
- **Chapter 4: Reports**
  - Task 1: Generate Reports
  - Task 2: Export Reports
  - Task 3: Save & Print PDF Reports
  - Task 4: Common Report Descriptions
- **Chapter 5: Competitions**
  - Task 1: Participant Leaderboard
  - Task 2: Team Assignment
  - Task 3: Team Leaderboard
  - Task 4: Team MVP
  - Task 5: Fastest Responder

Content Creation Manual

- **Chapter 6: Creating Content for PowerPoint Polling**
  - Task 1: TurningPoint Toolbar in PPT
  - Task 2: Creating Questions in PPT Polling
  - Task 3: Adding Objects in PPT Polling
- **Chapter 7: Question Lists**
  - Task 1: Creating a New Question List
  - Task 2: Importing CPS Lessons as Question Lists
- **Chapter 8: Competitions**
  - Task 1: Team Assignment
  - Task 2: Participant Leader Board
  - Task 3: Team Leader Board
  - Task 4: Team MVP Board
  - Task 5: Fastest Responder
  - Task 6: Racing Leader Board
  - Task 7: Wager

Appendices

- **Appendix 1: How to Register for a Turning Account**
- **Appendix 2: How to Use Mac with TurningPoint**
- **Appendix 3: Taking Attendance with TurningPoint**
- **Appendix 4: How to Replace "No-Install" TP Software**
- **Appendix 5: How to Fix Storage Issue on RF+ Receiver**
- **Appendix 6: QT2 Quick Start Guide**

Future Videos

- *Additional videos will be created upon need & request*

Chapter 1: TurningPoint Basics

TP Benefit #1: One of the key advantages of TP (TurningPoint) is that the receiver doubles as a storage device. The RF+ receiver sent with your equipment was specially made for MCJROTC to store all four years of content, making it incredibly simple to transport your lessons and tests anywhere you go.

Figure 1a: TP RF+ Receiver

TP Benefit #2: Another useful feature is that with the No-Install Version of the TP software included on the receiver, you can launch TP from any PC computer with no need to install software!

IMPORTANT: You do NOT need to install any software to begin using TurningPoint!! Everything you need is on the TurningPoint RF+ Receiver!

TurningPoint Dashboard (Figure 1b)

Launch Polling Create Content Manage Courses and Polling Data Turning Account & Licenses Provide Feedback Verify Connections Select Courses Select Content Launch Polling Environment Help & Tutorials Version & Update Preferences

Welcome to TurningPoint!

TurningPoint combines seamless polling with PowerPoint® (PowerPoint Polling), on top of any application (Anywhere Polling), and self-paced tests, evaluations, and surveys (Self-Paced Polling). Conduct real-time assessments to track progress and instantly view results and collect valuable data all from one easy-to-use application.

Objectives – Tasks

- ❖ Task #1: Locate and Open the MCJROTC Curriculum
- ❖ Task #2: Launch and Log into TurningPoint
- ❖ Task #3: Understand the Organization of the MCJROTC Curriculum
- ❖ Task #4a: Hardware Setup – QT2 Clickers
- ❖ Task #4b: Hardware Setup – PresenterCard
- ❖ Task #4c: Hardware Setup – Mobile Devices

Task #1: Locate and Open the MCJROTC Curriculum

Previous to TurningPoint, MCJROTC utilized the CPS software. The CPS Databases were updated several times. With the release of each update, new CPS question banks were created, and others became obsolete.

With the transition to TurningPoint in 2018-19, content deemed worthy of the transition from the MCJROTC CPS Database 1 Mar 2014 (Figure 2a) has been converted into TurningPoint format and stored on your RF+ receiver. (Figure 2b)
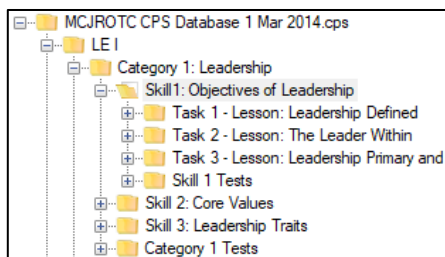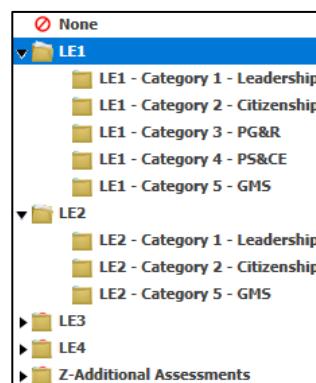

Figure 2a: MCJROTC Content in CPS Database

Figure 2b: MCJROTC Content in TP

Locate and Open the MCJROTC Curriculum

1. Plug your TP RF+ Receiver (Figure 1a) into an available USB port in your computer.
2. Double-click on "Computer" from your Desktop.
3. Locate and open the TP RF+ receiver/thumb drive, (E:, F:, etc.)
4. Open the "Content" folder.

The "Content" folder on your TP RF+ Receiver is set up in a folder structure taken from the books of the MCJROTC Curriculum, making lessons easy to find. (Figure 3a & 3b)
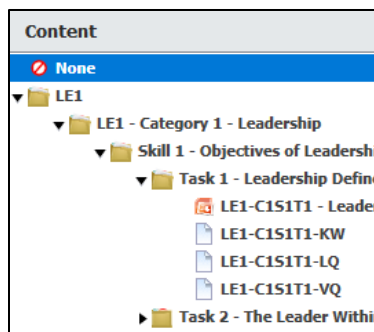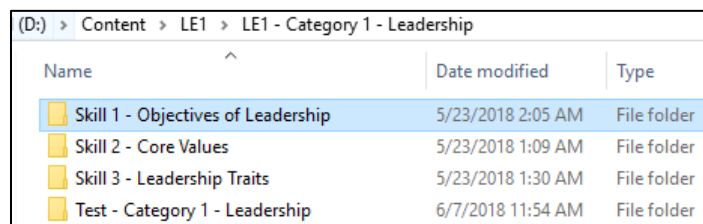

Figure 3a: Content Folder in TP

**Figure 3b: Content Folder in Windows Explorer**

New Term: Questions stored in CPS as **CPS Lessons** are now called **Question Lists** in TurningPoint.

Task #2: Launch and Log into TurningPoint

IMPORTANT: Before you begin using TurningPoint, you must have created a Turning Account. If you have NOT yet created your Turning Account, refer to **Appendix 1** on page 73.

Once you have created and activated your Turning Account, follow these steps to log-in:

1. Launch TurningPoint from the RF+ receiver.
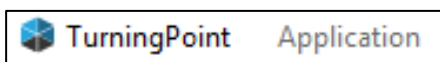
2. Sign-in using your MCJROTC email, and the password you used to setup your Turning Account. (Figure 4)

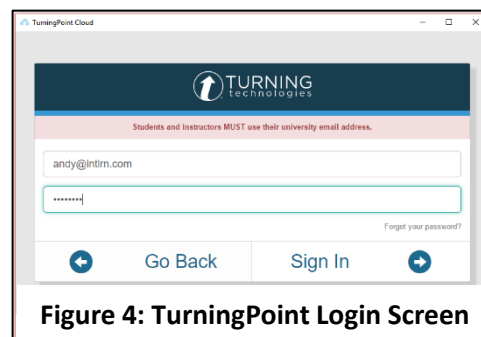3. The TurningPoint Dashboard will open. (Figure 1b)

Figure 4: TurningPoint Login Screen

FIRST TIME SETUP: 1) **Select your Region** (North America),
2) **Set your Offline Password** (we recommend using the same password as your Turning Account), and
3) Choose whether you want TurningPoint to **remember your login credentials**, or not.
Choosing **Yes** keeps you from having to enter your email & password every time you launch the software.
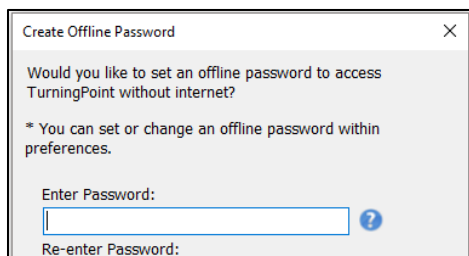
Create Offline Password
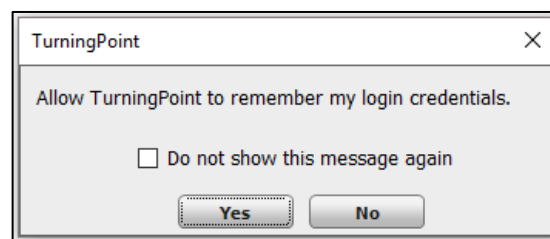
Remember Credentials

UPDATE SOFTWARE: Once logged-in, click the TurningPoint logo on the bottom of the Dashboard to **Check for Updates**. We recommend you click the Automatically Check for Updates box.

TP Benefit #3: In addition to TurningPo[...] r-friendly, now all Lesson and Key Word questions are <u>embedded directly into lesson PowerPoints</u>. This means no more having to switch back and forth between CPS and PowerPoint to use your clickers!

Task #3: Understand the Organization of MCJROTC Curriculum

The MCJROTC Curriculum contains thousands of questions that are organized by LE-level, Category, Skill, and Task (mirroring how the textbooks and IGs are organized). These questions are designed to enhance the delivery of content in the classroom.

Each MCJROTC lesson will include some or all of the following resources: PowerPoint presentation with embedded Lesson and Key Word questions, Exercise Question Lists ready to engage with TurningPoint in all polling environments (PowerPoint Polling, Anywhere Polling, and Self-Paced Polling), and Test Questions in PDF format to print and TurningPoint (Question List) format to edit.

A good example of a lesson containing ALL of these components is "*LE1 C1 S2 T1: Ethics, Morals", and Values*. On the other hand, "*LE1 C4 S1 T1: Introduction to Career Preparation – The Portfolio*" only contains Lesson Questions.

TurningPoint Content Folder Explanation
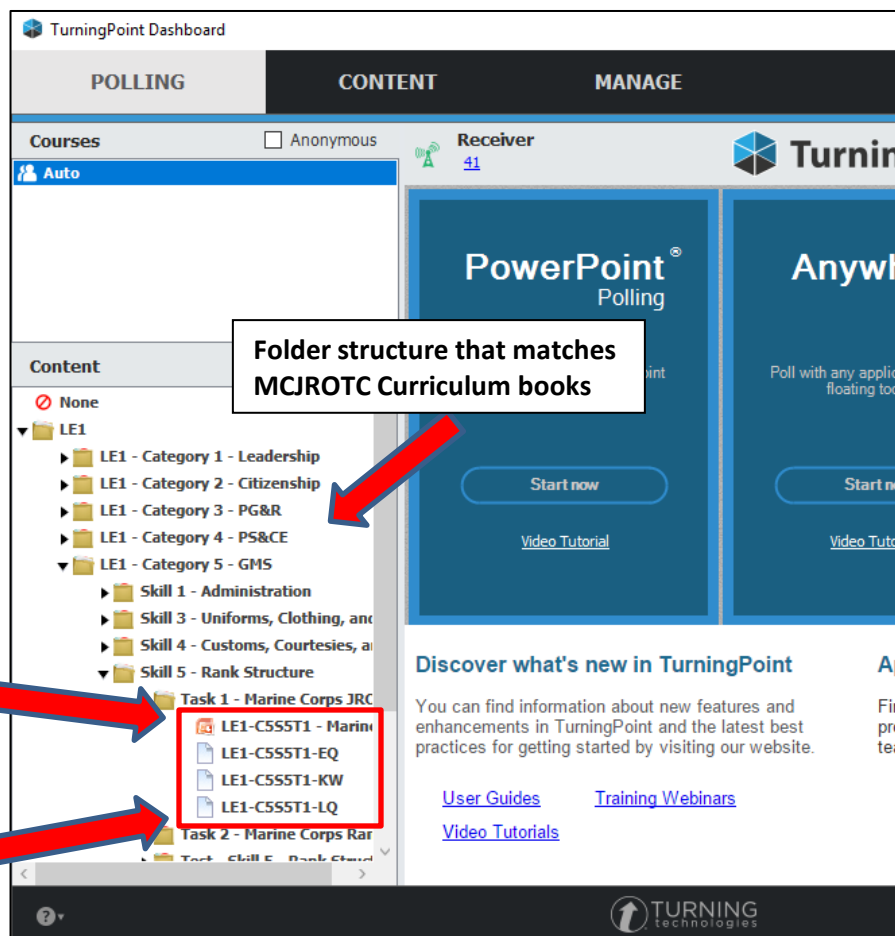
Folder structure that matches MCJROTC Curriculum books

Lesson PPT with Lesson and Key Word questions embedded into slides

All curriculum questions are available as Question Lists to engage in all polling environments

Question Codes: Each question includes a unique code that identifies the LE-level, Category, Skill, and Task to which that question belongs (for example, LE2-C5S5T1-KW1 reads "LE2, Category 5, Skill 5, Task 1, Key Word Question 1"). Some Skills and Tasks are tagged with slightly different codes depending on how the textbook is organized, e.g. Exercise, Video, and Test.

Questions for each lesson can be seen in the Content tab by drilling down to the Task level (through LE, Category, Skill) and highlighting the desired PPT or Question List. You do this by clicking the black triangle to the left of each level. Once you dig down to the Task level, the PowerPoints and Question Lists in that lesson will appear in the Task folder.

Every Lesson Question section includes from 6 to 10 questions according to a specific format known as the F.I.T. Model. The following shows an outline of how the questions are sequenced for a lesson containing 8 questions:

- Two "Warm-up/Opening" Questions
  - ➢ Question 1: **Self-assessment** (readiness to learn, topic interest, background knowledge, or confidence in ability)
  - ➢ Question 2: **Focusing question** (a question of basic knowledge)
- One Opening Question (open-ended, can discuss or use clickers to text-in answers)
- Two "Learning Check #1" Questions (3 & 4; **Reinforcement questions**)
- Two "Learning Check #2" Questions (5 & 6; **Reinforcement questions**)
- One Closing Question (open-ended, can discuss or use clickers to text-in answers)

> **TP Benefit #4:** Key Word Questions are now embedded directly into your PowerPoint lessons. By using the **Key Word Question Slide Index** (Figure 5), you can choose the key word questions you want to deliver to your cadets.

Key Word Questions are taken directly from the student textbooks. Each "question stem" is a definition, and the choices are various word choices. The Key Word questions can be used either before instruction to establish a foundational understanding of the terms, during instruction, as a supplement to the lesson questions, or after as a review or game.

Figure 5: Key Word Question Slide Index

Test Questions: Many units have test questions included with TurningPoint. These are the same questions that are included in the textbook.

> If you would like to edit or create your own PowerPoint questions and Question Lists, we suggest you CREATE new ones, rather than modifying the original. Instructions for Content Creation are covered in the second half of this manual, starting on pg. 55.

Task #4a: Hardware Setup – QT2 Clickers

By default, the receiver and QT2 clickers are set to Channel 41.

IMPORTANT: If you are the only TurningPoint user within a 200ft radius on Channel 41, simply plug in the receiver and begin polling.

If another user is on Channel 41, you must use a different channel to avoid interference. **NOTE: The QT2 Devices must be set to the same channel as the receiver.** Changing the channel allows multiple receivers to accept different sets of responses when in close proximity of one another.

Changing the Receiver Channel

1. Plug in the **receiver** .

2. Open TurningPoint and sign in to your Turning Account.

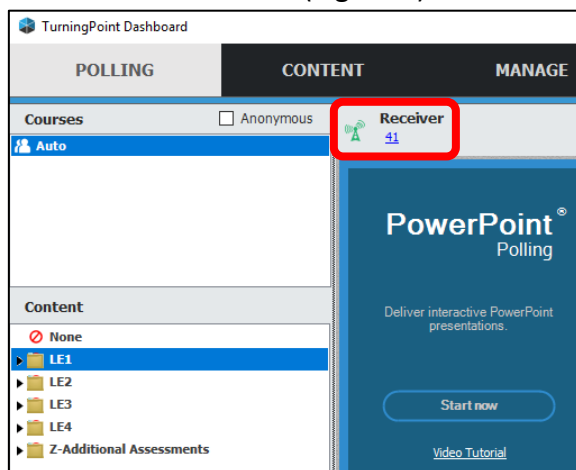3. Select the channel number below **Receiver**. (Figure 6)

Figure 6: Receiver Channel

IMPORTANT: If you do not see a number under Receiver, open the eInstruction Device Manager and ensure that the "Scan for ResponseCard Devices" box is **UNCHECKED** in the Preferences. Once unchecked, restart TurningPoint. See complete directions for setting up Device Manager in Task #4b on page 18.

4. Select a new channel (1 - 74) from the *Receiver* drop-down menu. (Figure 7)
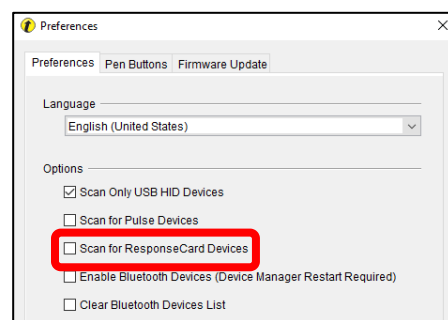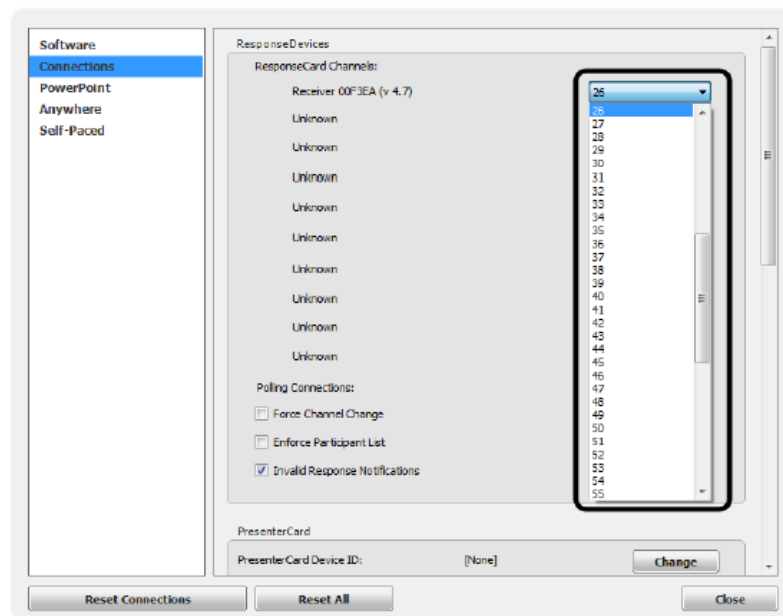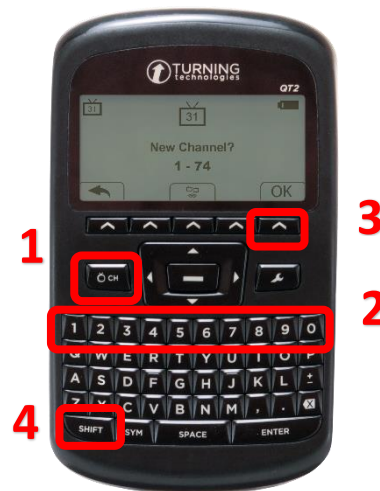
Figure 7: ResponseCard Channel Menu

5. Click **Close**.

Changing the Channel on QT2 Card

1. Press the **Channel** button.
2. Enter the **two-digit** channel number.
3. Press the softkey below **OK**.

Locking/Unlocking the QT2 Card

By default, your QT2 Cards are shipped to you "unlocked" meaning you or your students can change the channel. To restrict this access, you can simply "Lock" the card down.

1. Press the **Channel** button once. (1)
2. Press the **Shift** button two times. (4)
3. Press the **Channel** button once. (1)
   a. **HINT:** The above sequence must be done quickly, within approx. 3 seconds!
   b. "Unlocked" cards will only have the Channel # in the upper left corner of the LCD.
   c. "Locked" cards will have a small lock icon next to the Channel #.

Task #4b: Hardware Setup – Configuring Device Manager

IMPOTANT: If you see "41" under Receiver on the TurningPoint Dashboard (Figure 6), you DO NOT need to follow these steps!

Since your RF+ Receiver can work in both CPS and TurningPoint, you may need to check settings in eInstruction / Turning Technologies' Device Manager before proceeding.

1. Open Device Manager
   - ➢ Through your computer's toolbar: Click **Turning** icon & select **Device Manager**,
     - HINT: It may be hidden. Click the up arrow to show hidden icons.
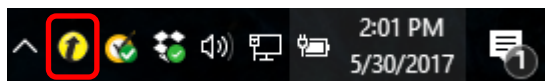
   - ➢ Or by clicking the Start button, typing in "Device Manager", and selecting it from the list.
2. Once open, select **File** > **Preferences**.

3. Ensure that the checkboxes for "**Scan for ResponseCard Devices**" is **unchecked.**
   - ➢ If you DON'T see an option for "Scan for ResponseCard Devices", you will need to **Update** or **Uninstall** Device Manager altogether.
   - ➢ **NOTE:** If you are using/plan to use the Mobi, it is not advisable to uninstall Device Manager.
   - ➢ For complete directions on updating Device Manager, see below.

UPDATING DEVICE MANAGER

Start by downloading and installing the most current Device Manager.

1. Click or type: https://www.turningtechnologies.com/downloads/workspace/
2. Scroll to the bottom.
3. Select the most current version of Device Manager PC Version (currently v7.9).
4. Download and install on all computers you plan on using TurningPoint with.

CONFIRMING RECEIVER CONNECTIONS WITHIN TURNINGPOINT

With Device Manager updated and running:

1. Plug in the TurningPoint RF+ receiver.
2. Launch & log into TurningPoint from the RF+ Receiver. (See page 13 for complete instructions)

3. Confirm the Turning receiver connection by locating the green radio tower and number (41 by default) above the PowerPoint Polling bar.
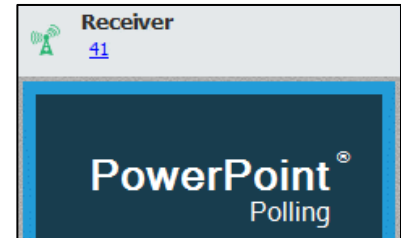
TESTING RECEIVER CONNECTIONS WITHIN TURNINGPOINT

Once you've logged into TurningPoint and confirmed your receiver connections, you may want to test connections to ensure that your clickers are talking to the receivers.
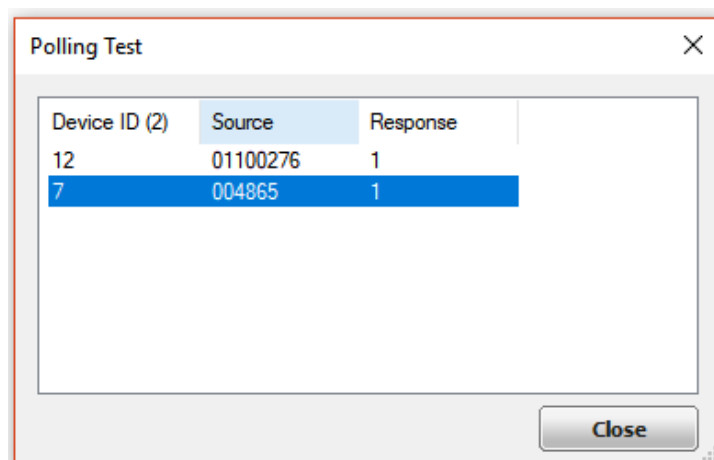
1. From the TP Dashboard, click on the **channel number** of your Turning RF+ receiver.

2. Click the **Test** button under the Pulse Channel drop-down menu.

3. Test connections by pressing any button on your clickers.

Task #4c: Hardware Setup - PresenterCard

PresenterCard is a wonderfully useful and simple tool that gives instructors the freedom of controlling PowerPoint or Anywhere Polling from anywhere in the room.

| Button	Button Name	Function
	Start/Stop	Opens/closes polling
	Back	Moves backwards through a slide deck or question list
	Forward	Advances through a slide deck/question list
	Programmable Buttons 1-3	Performs a predetermined task within TurningPoint
	Show/Hide	Switches between the PowerPoint presentation and blank screen; or shows or hides all windows
	Channel	Places PresenterCard in programming mode

Pairing PresenterCard with TurningPoint

1. **Plug in** the receiver, open TurningPoint and sign in to your Turning Account.
2. Click the **channel number** below *Receiver*.
   - The *Preferences* window opens.
3. Verify that the PresenterCard is programmed to the same channel as the receiver.

To change the channel on the PresenterCard:
- Press the **Channel** button on the PresenterCard.
- Use the **Back** or **Forward** buttons to select the correct channel number.
- Press **Channel** to save the new channel number.

4. Scroll to the *PresenterCard* section and click **Change** next to *PresenterCard Device ID*.
   - The *Pair PresenterCard* window opens.
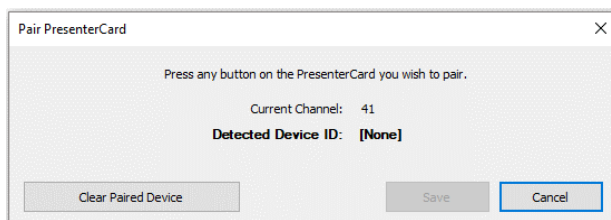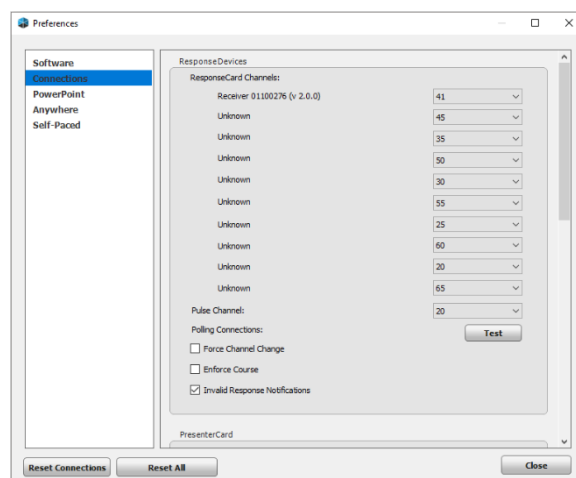
5. Press any **button** on the PresenterCard.
   - The Device ID of the PresenterCard is displayed next to Detected Device ID.
6. Click **Save**.

The PresenterCard can now be used with the PowerPoint Polling and Anywhere Polling environments.

The PresenterCard programmable buttons have the capability to:

- Show, Play, or Pause the Countdown Timer

- Insert a Response/Non-Response Grid

- Display Connection Information

- Set a Polling Question as Anonymous

- Repoll the Current Question
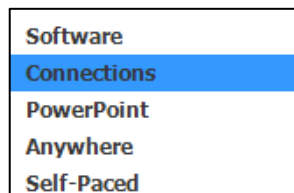
- Toggle Between Percent or Count

in BOTH **PowerPoint** and **Anywhere Polling**.

Configuring the PresenterCard Programmable Buttons

1. Open **TurningPoint** and sign in to your **Turning Account**.

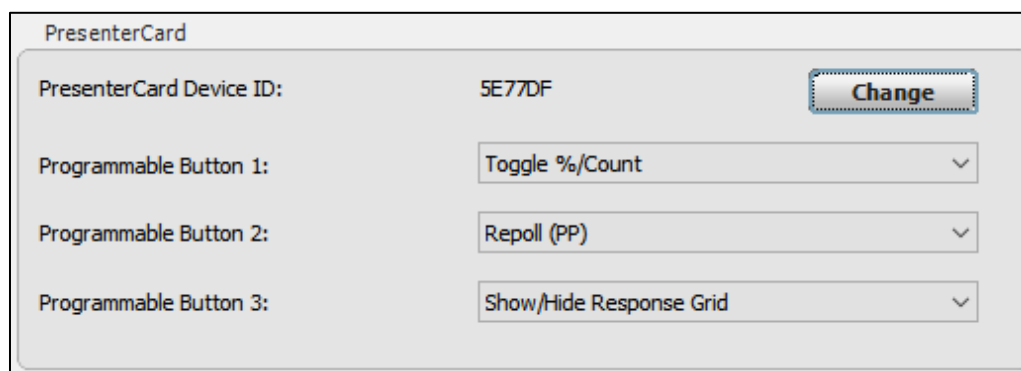2. Select **Preferences** [⚙] from the lower-right hand corner of the **Dashboard**.

3. Select **Connections** from the left navigation pane.

4. Scroll to **PresenterCard** in the right navigation pane.

Software
Connections
PowerPoint
Anywhere
Self-Paced

5. Click the drop-down menu next to **Programmable Button 1** and select an action.

We recommend the following setup:

PresenterCard		
PresenterCard Device ID:	5E77DF	Change
Programmable Button 1:	Toggle %/Count	⌄
Programmable Button 2:	Repoll (PP)	⌄
Programmable Button 3:	Show/Hide Response Grid	⌄

6. Repeat **Step Five** for the remaining programmable buttons.

7. Click **Done** when finished.

Task #4d: Hardware Setup – Mobile Devices

TurningPoint Mobile is a virtual response solution that allows participants to respond through web-enabled devices and applications available for smart phones and tablets.

If you choose to use only your QT2 clickers, you can skip this task.

IMPORTANT: Mobile Responses must be enabled for participants to use TurningPoint Mobile as a response device.

1. Open **TurningPoint** and sign in to your Turning Technologies Account.
   o The TurningPoint Dashboard opens.
2. Press **Enable** under Mobile Responses in the upper right corner of the Dashboard.
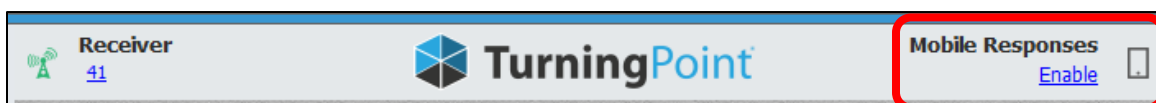
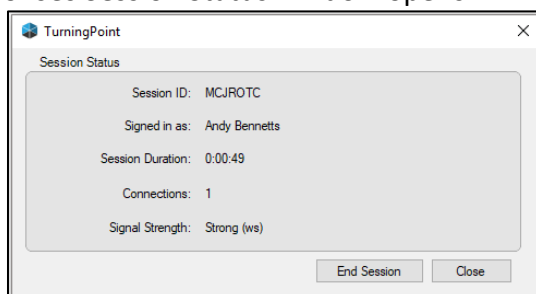   o The **Mobile Responses Session** window opens.
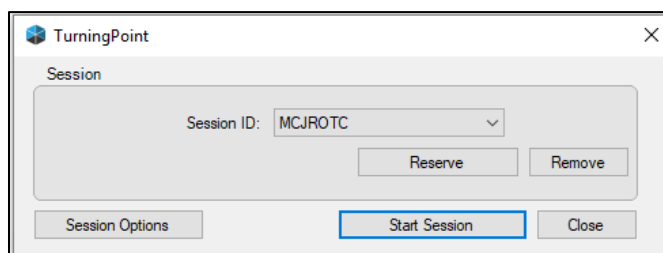
3. Optionally, click **Session Options** to configure participant settings. Adjust the session options as necessary and click **Save**.
   o **NOTE**: Saved changes made in Session Options will remain the same for all future sessions until manually changed. Click Restore Defaults to revert all options back to their original state.
   o **IMPORTANT**: Session options cannot be changed mid-session.

   Session Options Explained:

   ➢ **Require Participant Accounts** – <u>**DO NOT USE THIS OPTION!**</u> It is not applicable to JROTC programs.
   ➢ **Participant Session Login Information** - First Name, Last Name, User ID and Email can be set to Optional, Require or Don't Show.
     • If set to **Require**, participants will be prompted to enter the required fields prior to joining the session.
     • If set to **Optional**, participants will be prompted to enter the optional fields but can join the session without entering the information.
     • If set to **Don't show**, participants will not be prompted to enter the optional fields and the fields will not appear in TurningPoint Desktop reports.
   ➢ **Participant Messaging** - Instructors can configure the messaging feature so that participants can message the instructor and all other participants, the instructor only or disable messaging.

- Participants may message instructor and all participants - A participant can choose to message the instructor alone or the instructor and all participants in the session. l
- Participants may message the instructor only - A participant can send direct messages to the instructor.
- Disable participant messaging - Participant messaging is disabled; however instructors retain the ability to message the group or individual participants.
  - ➢ **Participant Question Display** - Instructors determine how the question is displayed to participants.
    - Display text, images, and content to participants - Displays the questions and answer choices, as well as images and content up to 1 MB of data per question.
    - Display response buttons only - Does not display the question and answer choices, only the response buttons associated with the answer choices.
      - ❖ IMPORTANT: Questions containing more than 1 MB of data display as the response buttons only.
4. Select the **Session ID** from the drop-down menu. If Random is selected, a Session ID will be randomly generated.
   - o To reserve a unique Session ID, follow the steps below:
     - a) Click **Reserve**.
     - b) Enter a unique **Session ID** between 4 and 14 alpha or numeric characters, but must contain at least one letter, i.e. Psych101.
     - c) Click **Reserve**.
5. Click **Start Session**.
   - o The Mobile Responses Session Status window opens.

6. Click **Close** to return the TurningPoint Dashboard.
   - o The Mobile Responses Session Status window does not need to be open for mobile responses to be enabled. Mobile responses will remain enabled until TurningPoint Desktop is closed or until End Session is selected from the Mobile Responses Session Status window.
7. Select one of the **polling environments** from the **TurningPoint Dashboard**.
   - o It is possible to switch between polling environments without logging out of the current mobile responses session. Participants do not need to log out and join a new session.
8. Participants log into the TurningPoint Mobile session using their device.
   - o **iOS** or **Android** – download the TurningPoint app
   - o **Browser** – Navigate to www.rwpoll.com from a web-enabled device

For complete directions on using mobile devices in TurningPoint, go to:
https://www.turningtechnologies.com/user-guides/turningpoint **& click on Response Options.**
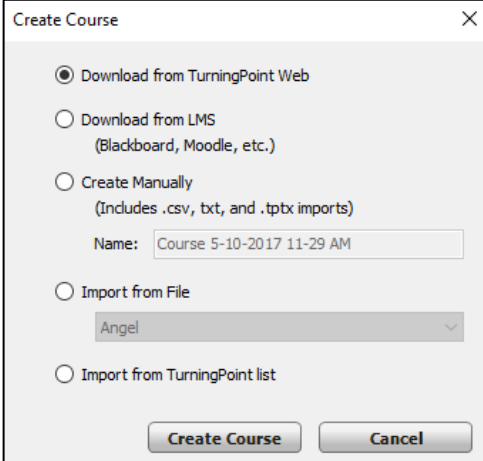
Chapter 2: Courses

A course is a list of participant names, User IDs, Device IDs and other custom categories. The use of a course list allows for detailed reporting on each participant from a session. Courses can be created from scratch, copied and pasted, or imported from an LMS.
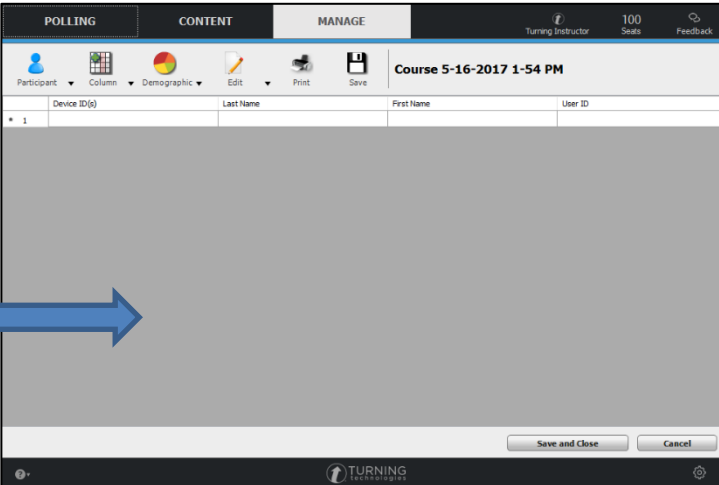
Objectives – Tasks

- ❖ Task #1: Manually Create a Course
- ❖ Task #2: Modify a Course
- ❖ Task #3: Demographics
- ❖ Task #4: Manage a Course

Task #1: Manually Create a Course

1. Select the **Manage tab**.
2. Click the **Course** drop-down menu and select **New**.
   - The Create Course window opens.
3. Select the **Create Manually** radio button, **name** the course, and click **Create Course**.
4. Select a cell and enter the participant information relevant to that particular category.
   - **IMPORTANT:** Fill out all fields; First Name, Last Name, Device ID & User ID
     - **Device ID =** 6 digit hexidecimal on back of clicker
     - **User ID =** the clicker # (1-32)
   - **TIP:** If you have an Excel, CSV, or TXT file that already contains cadet information, copy and paste the information into the **Course Editor**.
5. Press **Enter** on the keyboard to add another participant.
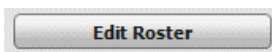6. When finished, click **Save** and **Close** to save the course.

Task #2: Modify a Course

After a course has been created, changes may be made to suit your specific needs.

- WARNING: Modifying a course WILL alter data or scores in all associated session files.

Editing Course Information

1. Select the **Manage** tab.

2. Select a Course and click **Edit Roster**.

- The Course Editor is displayed.

3. Select a cell and edit the participant information.
4. To add a participant, click the **Participant** icon and select **Add**.
5. To remove a participant, select the participant, click the **Participant** icon and select **Remove**.
6. To add a column, click the **Column** icon and select **Add**.
7. Select a header type.
   a. **Custom** - Enter a name for the column header in the box provided and click OK.
8. To remove or edit a column, select a cell within the column, click the **Column** icon and select **Remove** or **Edit**.
9. To use the find or replace feature, click **Edit** and select **Find**.
10. Click **Save** and **Close** to save the changes and return to the Course Overview screen.

Task #3: Demographics

Demographics allow a user to assign participants to teams or other demographics. This information can be used to display demographic results during a presentation or in the Results by Demographic report. The demographics will apply to all sessions associated with the course.
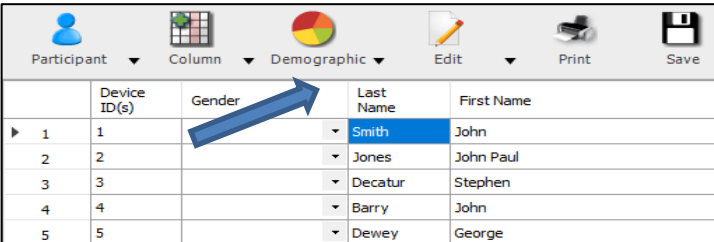
Adding Demographics to a Course

1. Select the Manage tab.
2. Select a **Course** and click **Edit Participants**.
   - The **Course Editor** is displayed.
3. Click the **Demographic** icon and select **Add**.
4. Enter the **Demographic Grouping** name.
   - The demographic grouping name allows for organization of demographic information.
5. Enter text for individual demographic **Group Options**. (Example: Gender, Ethnicity, etc.)

6. Click **Add**.
7. Repeat steps 5 - 6 until all group options have been added.
   - **TIP**: Set up different groups for different types of demographics in order to apply multiple demographic filters in the demographic report.
8. Optionally, check **Use for Competitions** if the demographic will be used for team leader boards during the presentation.
9. Click **OK**.
10. Assign a demographic for each participant from the drop-down menu in the **Demographic** column. (right)
11. Click **Save** and **Close** to save the changes and return to the Course Overview screen.
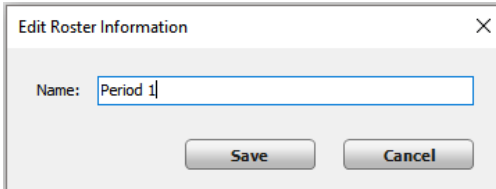
Task #4: Manage a Course

Changing a Course Name

A Course name may be changed at any time. Course names are displayed under the Polling tab so that they are easily identifiable for polling sessions.

1. Select the **Manage** tab.

2. Select a Course and click the pencil icon at the top left of the Course Overview screen.

   - The **Edit Roster Information** window opens.

3. Enter a name for the Course in the box provided and click **Save**. The new Course name is displayed in the left panel.

Duplicating a Course

Existing Courses can be duplicated, allowing for quick replication of the list and data.

1. Select the **Manage** tab.
2. Select a **Course** and click **Edit Roster**.
   - The Course Editor is displayed.
3. Click the **Participant icon** and select **Duplicate Course**.
4. Enter a name for the duplicated list and click **OK**.
   - The new Course is displayed in the Course Editor.

Printing a Roster

1. Select the **Manage** tab.
2. Select a **Course** and click **Edit Roster**.
   - The Course Editor is displayed.
3. Click the **Print** icon.
   - The Print Course window opens.
4. Select the **fields** to be printed.
5. Select the **print orientation** from the drop-down menu.
6. Click **Print**.
   - Optionally, a print preview can be displayed by clicking **Preview**. The roster can also be printed from the Preview window.
7. Click **Save** and **Close** to close the Course and return to the Course Overview screen.
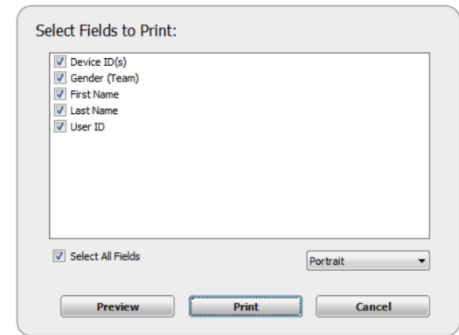
Chapter 3: Engage Lessons

> **TP Benefit #6:** Included in this manual (pgs. 5-7) are one-page job aids for each of the polling environments; **PowerPoint**, **Anywhere**, and **Self-Paced**. We feel these documents will be a great reminder for you to have out and visible next to your computers. Follow the prescribed 10-Steps to ensure your polling goes according to plan.

Objectives – Tasks

- ❖ Task #1: Engage PPT Polling
- ❖ Task #2: Engage Anywhere Polling
- ❖ Task #3: Engage Self-Paced Polling

The intent of this chapter is to familiarize you with how to engage lessons **already created** for you within the MCJROTC Curriculum. We will utilize the steps from the 10-Step documents, located on pgs. 5-7, to explain **in detail** how to engage each of the polling environments with your pre-made content.

Task #1: Engage PPT Polling *(10 Steps – Detail)*


1 Plug in Receiver.
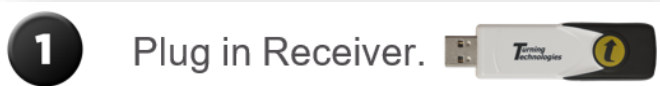
REMINDER: All of your content, as well as the TurningPoint software, lives on the Turning receiver, so you will need to have it <u>plugged in at all times</u>.

2 Open and Log into TurningPoint.
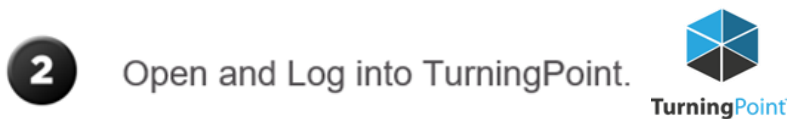
- ➢ Refer to **Chapter 1- Task 2: Launch and Log into TurningPoint** on pg. 13 for instructions on how to open and log into TurningPoint.

3 Verify Connection (Number shown below "Receiver" and/or "Mobile Responses" on Dashboard).

- ➢ If you have a number and a green transmitting tower next to Receiver, then your receiver is detected and ready to begin polling.
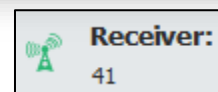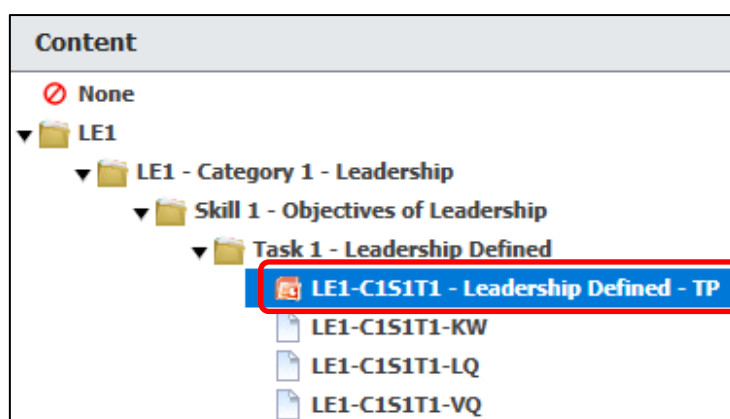

Receiver: 41

- ➢ Refer to **Chapter 1- Task 4a: Hardware Setup – QT2 Clickers** on pgs. 16-17 to change receiver channels.

4 Select Course List (optional).

➢ TurningPoint defaults to an **Auto** Course List giving you the freedom to poll any/all cadets without having to create a Course.

➢ However, if you would like to track your cadet's responses, you will need to select a **Course**.

➢ Refer to **CH 2 - Task 1: Manually Create a Course** on pg. 24 and **Task 2: Modify a Course** on pg. 25 to see how to input and assign your students to a Course.

5 Select presentation from Content (recommended).

➢ Select the lesson you want to engage from the Content window.

Content
- ⊘ None
- ▼ 📁 LE1
  - ▼ 📁 LE1 - Category 1 - Leadership
    - ▼ 📁 Skill 1 - Objectives of Leadership
      - ▼ 📁 Task 1 - Leadership Defined
        - 📄 **LE1-C1S1T1 - Leadership Defined - TP**
        - 📄 LE1-C1S1T1-KW
        - 📄 LE1-C1S1T1-LQ
        - 📄 LE1-C1S1T1-VQ

6 Click PowerPoint® Polling.

➢ TP will launch the PPT application, now with a new TurningPoint tab (Figure 8)

➢ If you do not select the PPT lesson from the Content window beforehand, PPT will open to a blank presentation.

➢ By selecting the lesson from the content window, you can go directly to the lesson you would like to engage with PPT Polling.
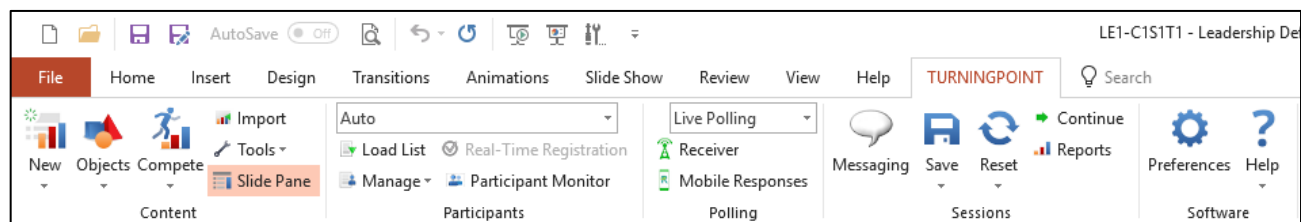
Figure 8: TurningPoint PowerPoint Toolbar

- ➤ If you forget to select the PPT lesson from the **Content window**, you can always open any presentation once inside PPT.
- ➤ To open a presentation, press **Ctrl-O** or click the [folder icon] in the upper left-hand corner.
- ➤ Your curriculum lessons are located on the Turning RF+ receiver inside the "**Content**" folder. (Figure 3b)
- ➤ **NOTE:** This manual focuses on the use of pre-existing content, PPT lessons, question lists, etc. Know that you can always modify or create your own interactive lessons using TurningPoint.
- ➤ Instructions for Content Creation are covered in the second half of this manual, starting on pg. 55.

- ➤ The reset function in TurningPoint allows users to prepare the presentation for polling.
- ➤ Resetting the Session also clears out previous data, so make sure to save before resetting.
  - • **WARNING:** Once the reset function has been performed, it cannot be undone.

Resetting a PowerPoint Polling Session or Charts

1. Click the **Reset** icon on the TurningPoint ribbon. (Figure 9)
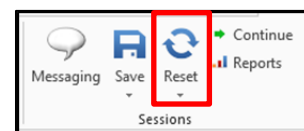
2. Select one of the following options:

Figure 9: Reset button

- • **Session**- All of the results from the session file will be reset and all of the participant data will be removed.

- • **Selected Charts** (Slides)- Selected slide(s) will be reset but the session data and participant information will NOT be removed. When the presentation is run, the previous session data will also be stored in the session file.

3. If Session was selected in the previous step, click **Save** or **Don't Save** to save the current Session Data.

New Term: **Session Data** refers to the data collected during a polling session. Unlike CPS that saves response data automatically, TurningPoint gives you the option for each session as to whether you would like to save that session data or not. As the warning says above, you **cannot** undo a Session Reset. We will learn more about Saving Session data in Step 9.

4. Now that the session or charts have been reset, a new session can be run.
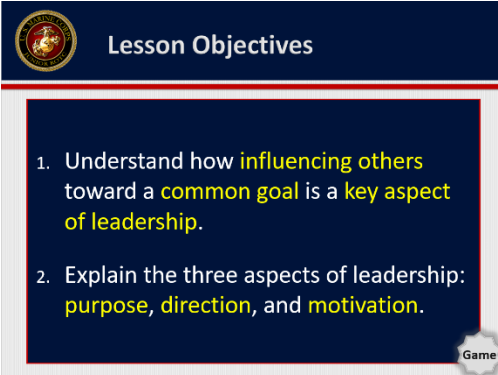
8 Run Presentation.

➢ Once the session has been **Reset**, you may begin your PPT presentation by going into

Slideshow mode by **pressing F5** or clicking on the **Slideshow button**.

Engaging a MCJROTC PPT Lesson Embedded with TurningPoint Slides

To familiarize you with what you will find in your new TurningPoint-enabled PPT lessons, we will walk through a typical lesson highlighting the similarities and differences.

➢ Lesson Title Slide: **UNCHANGED**
➢ Lesson Purpose Slide: **UNCHANGED**
➢ Lesson Objective Slide: **TURNINGPOINT ENHANCED**

Each **Lesson Objective slide** contains a **Game icon** in the lower right corner. To incorporate a simple and engaging game through TurningPoint, simply click on the Game icon. You will then be taken to a **Team Assignment slide** (below) where cadets can assign themselves to a team simply by pressing the corresponding choice (A=Alpha, B=Bravo, etc.) Discussed in detail in CH 5: Competitions on pg. 51.
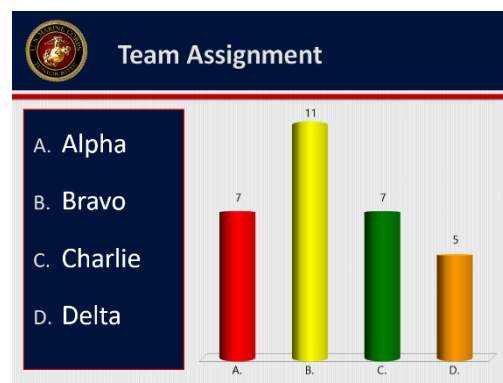

➢ Team Assignment (HIDDEN): **TURNINGPOINT ENHANCED**

Discussed in detail in CH 5: Competitions on pg. 51.

➢ Lesson Questions: **TURNINGPOINT ENHANCED**

All Lesson and Key Word questions are now embedded directly into PPT, thus removing the need for a CPS Indicator Slide.

New Method: **Progress through your PPT presentation. When you reach a TP question slide, polling will automatically open. Have cadets answer with their clickers. When all responses have been received, click once to close the polling and again to show results.**

It's that simple!
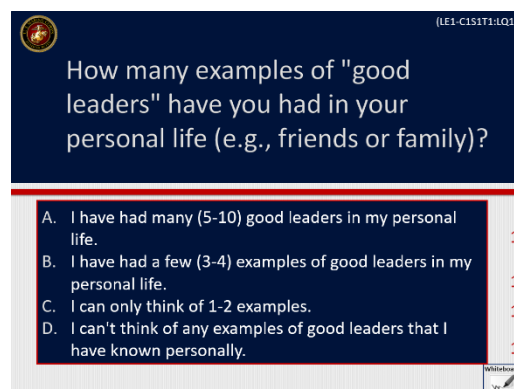
➢ Key Words / Word Wall Slides: **UNCHANGED**
➢ Key Word Question Slide Index: **TURNINGPOINT ENHANCED**

New Term: The **Key Word Question Slide Index** refers to a new slide in most PPT decks that allows instructors to poll key word questions with their cadets. To simplify the process, we placed this slide at the beginning of your lessons so you can choose which, if any, questions you would like to review with your cadets. If you want to ask key word questions, click on the corresponding link to be automatically taken to that question to poll. To return, to the Slide Index click the **Home icon**. If NOT, just click to the next slide in the presentation.
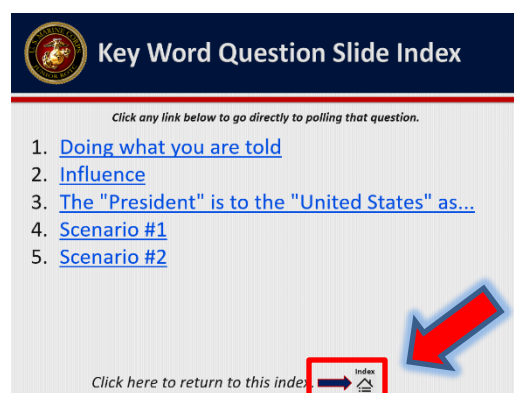

➢ Key Word Questions: **TURNINGPOINT ENHANCED**

New Method: The complete deck of **Key Word Questions** resides directly after the **Key Word Question Slide Index** in the PPT lesson giving you the ability to poll your cadets on these questions if you choose.

Plus, you can return to the **Vocabulary Question Slide Index** at any time by clicking the Home button on the bottom of any Vocabulary Questions slide.

Competition (optional): Click the icons on the bottom-right to be taken to unique leaderboards. Discussed at length in CH 5: Competitions on pg. 51.
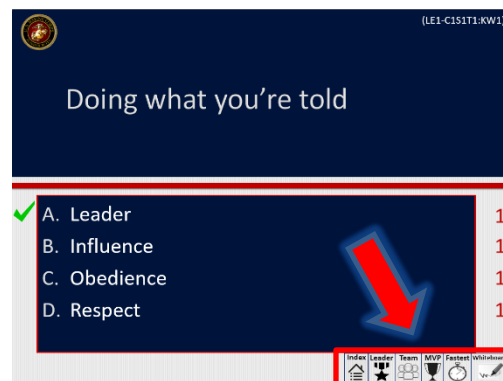
➢ Quick Write: **TURNINGPOINT ENHANCED**

New Term: The **Randomly Select Student** application replaces CPS's Random Student Picker. Click the number of the nearest class range (24, 32, 40, etc.) to receive a random number in that range.

New Process: As the instructor, you can choose whether to have your cadets respond verbally and record responses with the Mobi or text in answers with their clickers. If with clickers, selecting the **Show/Hide Response Display** button on the floating TurningPoint showbar allows instructors to see how each cadet is responding to questions.
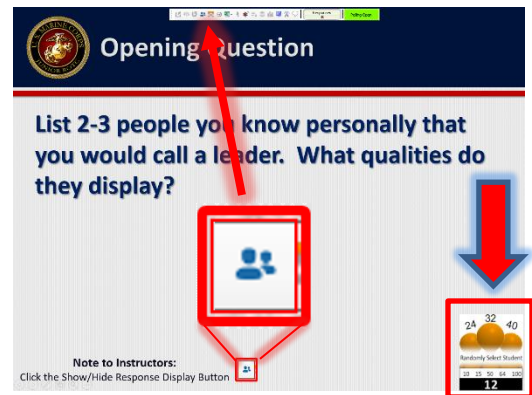
➢ Content Slides: **UNCHANGED**
➢ Closing Question: **TURNINGPOINT ENHANCED**

New Method: Similar to the Quick Write questions at the beginning of the lesson, we chose to take advantage of the new text entry mode by **converting all open-ended questions into Short Answer TP questions**.

This gives instructors the flexibility to utilize the QT2 clickers to collect and view short answer responses during class OR utilize the Randomly Select Student application to gain verbal feedback from the audience.
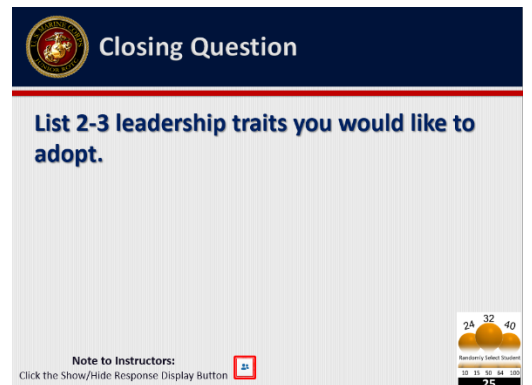
➢ Participant Leaderboard (HIDDEN): **TURNINGPOINT ENHANCED**

New Feature: Displays the top 10 scores from participants in the class. By default, all correct answers are worth 10 points. Competitions are discussed in detail in CH 5 starting on pg. 51.

➢ Team Score Leaderboard (HIDDEN): **TURNINGPOINT ENHANCED**

New Feature: Displays the composite team scores. Teams must be assigned before scores will show up. Competitions are discussed in detail in CH 5 starting on pg. 51.

Team Scores

Points	Team	Points	Team
20	Alpha		
20	Bravo		
18.18	Charlie		
16.67	Delta		

➢ Team MVP Leaderboard (HIDDEN): **TURNINGPOINT ENHANCED**

New Feature: Displays the leading scorer per team. Teams must be assigned before scores will show up. Competitions are discussed in detail in CH 5 starting on pg. 51.

Team MVP

Points	Team	Participant
50	Charlie	Malkovich, John
40	Bravo	Jeremy, Ron
30	Alpha	Stewart, Kristen
20	Delta	Seyfried, Amanda

➢ Fastest Responder Leaderboard (HIDDEN): **TURNINGPOINT ENHANCED**

New Feature: Displays the fastest, correct response from the last question asked. Competitions are discussed in detail in CH 5 starting on pg. 51.

Fastest Responders

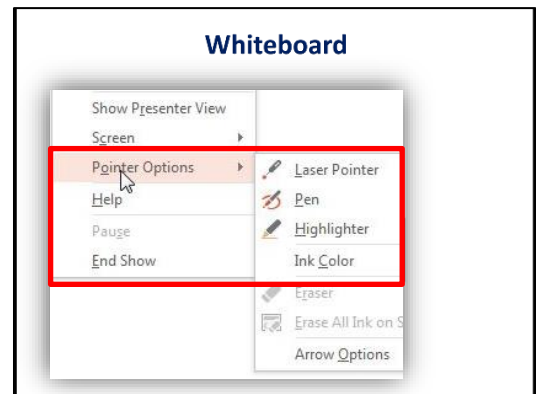| Seconds	Participant	Seconds	Participant
3.601	Rogen, Seth		
4.307	Tomei, Marisa		
4.416	Depp, Johnny		
4.796	Gomez, Selena		
4.997	Hanks, Tom		
5.135	Stewart, Kristen		
6.318	Redford, Robert		
7.082	Lopez, Jennifer		
7.112	Watts, Naomi		
7.373	Parker, Mary-Louise		

➢ Whiteboard (HIDDEN): **MODIFIED**

New Feature: This plain white slide gives instructors a blank whiteboard to write on using their Mobi and the built-in annotation tools of PPT.

To access, right click while in Slideshow mode and go to the Whiteboard Section.

Then access the writing tools by right-clicking and selecting the Pen or Highlighter in the Pointer Option window.

Use the icon in upper-right to return to last slide.

Whiteboard

Show Presenter View	
Screen	▶
Pointer Options	▶
Help	
Pause	
End Show	

Laser Pointer
Pen
Highlighter
Ink Color
Eraser
Erase All Ink on S
Arrow Options

The PowerPoint Polling Showbar

The showbar appears when a polling slide is displayed during the Slide Show. The showbar is a toolbar that provides buttons for polling, monitoring, viewing responses and other polling tools during the Slide Show. The showbar can be moved if a different screen position is preferred.

Figure 10: PowerPoint Polling Showbar

The following table provides a description for each button on the showbar:

	Minimize Showbar - When the showbar is minimized, the responses, polling status and maximize showbar button is displayed.
	Toggle Response Count - Toggle Response Count changes the values displayed on each chart. The values can be represented as response counts or percentage of votes.
	Repoll Question - Repoll Question clears the responses and accepts new responses from the participants for the currently displayed question. Both the original responses and the new responses are stored in the session file.
	Response Display - The Response Display button displays the participants and their responses to the question while polling is open. This information is displayed in real-time.
	Show/Hide Response Grid - The Show/Hide Response Grid toggles a response grid indicating which participants have responded. The visual display is controlled in the PPT preferences.
	Countdown Timer- Automatically launches a countdown timer with Pause, Increase, and Decrease time options; 30 second default.
	Insert New Question - Select a slide type from the drop-down menu to be inserted into the presentation.
	Attendance - Opens the Attendance Poll window.
	Set Anonymous - Makes the current slide anonymous. Participant information will not be associated with the results.
	Delete Last Question Polled - This option deletes the response data from the current question. This does not reset the chart, and the original results may be viewed in PowerPoint but the response data is not saved with the session.
	Data Slice - Data Slice allows the chart to display only the section of responses that correlate to chosen responses from previous slides.
	View Original Chart - Use this command after using the Toggle Response Count or Data Slice commands to return the chart to its original appearance.
	Display Participant Monitor - Display Participant Monitor opens the participant monitor.
	Show/Hide Connection Info - Show/Hide Connection Info displays the ResponseCard channel number. The ResponseWare login information is also displayed if applicable.
	Display Messaging Window - Display Messaging Window opens the feedback monitor.
	Responses - Responses displays the number of participants that have responded to the current question.
	Display Polling Status - Polling Status displays the current polling status

> ➢ Saving the session data enables you to generate reports and manage results.

Saving a PowerPoint Polling Session

Prerequisites: An audience must be polled with a PowerPoint presentation that contains polling slides.

1. From the TurningPoint ribbon, click the **Save** icon and select **Save Session**.

   > ➢ **WARNING:** Saving the PowerPoint presentation through PowerPoint **does NOT** save the session data!
   > ➢ Session files should be stored in the default save location (on your RF Receiver).
   > ➢ If the session is saved in another location, it will then need to be placed in the TurningPoint Sessions folder or manually imported into TurningPoint.

2. Name the session file and click **Save**.
   > ➢ By default, TurningPoint will time and date stamp your sessions, but you can choose to rename to something easier to remember if you prefer.
3. Close **PowerPoint** to return to the **TurningPoint Dashboard**.

   > ➢ Now that the session has been saved, reports can be generated, and the results can be managed.
   > ➢ We will take a closer look at Reports in Chapter 4 starting on pg. 47.

Task #2: Engage Anywhere Polling *(10 Steps – Detail)*

Many of the steps outlined in the 10-Step documents are identical between polling environments, so rather than repeating steps covered earlier, we will refer back to where those steps were discussed originally.

1 Plug in Receiver.

2 Open and Log into TurningPoint.

3 Verify Connection (Number shown below "Receiver" and/or "Mobile Responses" on Dashboard).

4 Select Course List (optional).

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5 Select Content (optional).

➢ From the TurningPoint Dashboard, select a **Question List** below **Content**.

Content
- ⊘ None
- ▼ LE1
  - ▼ LE1 - Category 1 - Leadership
    - ▼ Skill 1 - Objectives of Leadership
      - ▼ Task 1 - Leadership Defined
        - LE1-C1S1T1 - Leadership Defined - TP
        - **LE1-C1S1T1-KW**
        - LE1-C1S1T1-LQ
        - LE1-C1S1T1-VQ
      - ▶ Task 2 - The Leader Within
      - ▶ Test - Skill 1 - Objectives of Leadership
    - ▶ Skill 2 - Core Values
    - ▶ Skill 3 - Leadership Traits
    - ▶ Test - Category 1 - Leadership
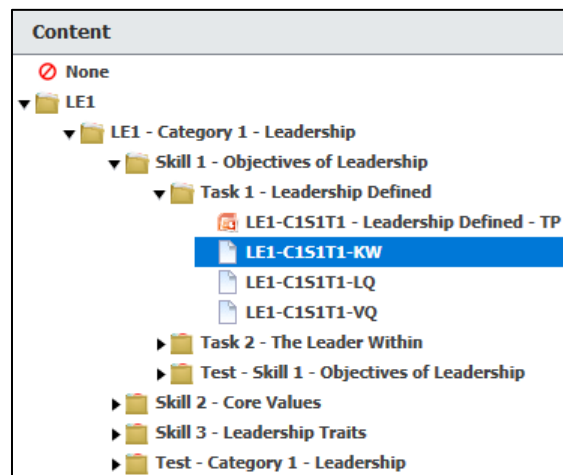
6 Click Anywhere Polling.

➢ The **Anywhere Polling Showbar** will appear. (Figure 11)
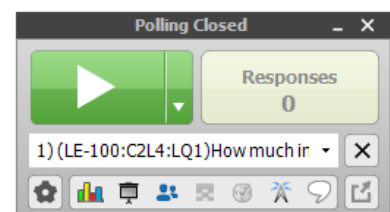
Figure 11: Anywhere Polling Showbar

7 Click Start to open polling.

➢ Click the **Open button** ▶ to open polling.

- Clicking the Open button automatically opens polling with the first question in the question list.

8 Click Stop to close polling.

➢ Click the **Close button** ⬜ to close polling and display results. (Figure 12)

- To advance to the next question, simply open polling.

- If you would like to select a question out of order, select the drop-down menu next to the Open button.
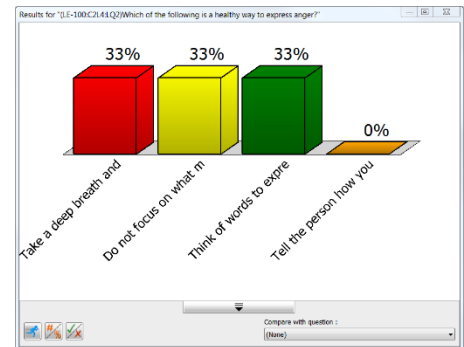
Figure 12: Anywhere Polling Chart

9 Save Session (optional).

➢ When polling is finished, you can click the **Options Icon** ⚙, (Figure 13) mouse over **Session** and select **Save Session**.

10 Generate Reports (optional).
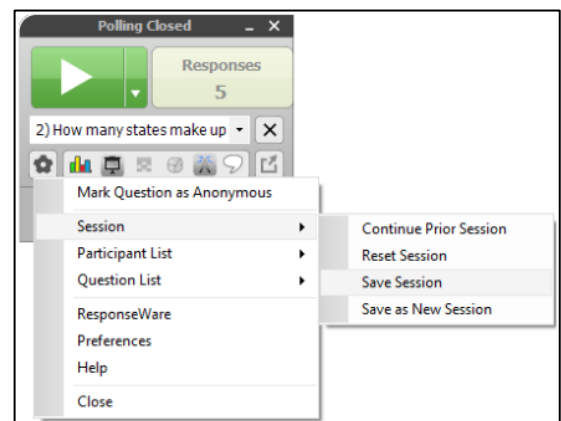
Figure 13: Anywhere Polling Options

➢ Now that the session has been saved, reports can be generated, and the results can be managed.

➢ We will take a closer look at Reports in **Chapter 4** starting on pg. 47.

About the Anywhere Polling Showbar

The Anywhere Polling showbar provides access to several features that may be used while polling.

▶	**Open Polling** - The Open Polling icon allows participants to respond to a question.
■	**Close Polling** - The Close Polling icon closes polling and opens the chart window.
▼	**Quick Poll Menu** - The Quick Poll Menu contains a list of generic questions that can be used to poll the participants. The custom question option allows a user to enter their own question and answer text. The Attendance Poll is also accessed through this menu.
Responses 0	**Responses** - Responses displays the number of devices that have responded to the current question.
1) In the Declaration of Independe ▾ ✕	**Question List** - When a Question List is selected for polling, the questions can be viewed from the dropdown menu. Click the X to close the question list view.
⚙	**Options** - From the Options menu a user can perform the following tasks: • Mark a question as anonymous • Delete last question polled • Access session options such as save, reset and continue • Access the Real-Time Registration Tool • Access question list options such as view and close • Connect with ResponseWare • Open the Preferences • View the help file • Close the application
📊	**Show/Hide Chart** - The Show/Hide Chart button toggles the display of the chart window.
🖳	**Show/Hide Presentation** - The Show/Hide Presentation button toggles the display of the presentation window. Questions and answers from the question list are displayed in the presentation window. If a question list is not loaded, the question number and response choices are displayed.
👥	**Response Display** - The Response Display button displays the participants and their responses to the question while polling is open. This information is displayed in real-time.
⊠	**Show/Hide Response Grid** - The Show/Hide Response Grid button toggles the display of a response grid on the screen to indicate which participants have responded.
🕑	**Countdown Timer** - The Countdown Timer button displays a countdown timer. Once the countdown reaches zero, polling is closed.
⋇	**Show/Hide Connection Info** - The Show/Hide Connection Info button toggles the display of the connection information for IR receivers, RF channels and ResponseWare Session IDs.
💬	**Show/Hide Messaging** - The Show/Hide Messaging button opens and closes the messaging window.
⬈	**Minimize/Maximize Showbar** - The Minimize/Maximize Showbar toggles the showbar to display only the Open/Close Polling button, the responses and the Maximize button. ▶ 0 ⬈

Polling Over Any Application or On-the-Fly Questions

You can also ask On-the-Fly or Verbal Questions (similar to CPS) while in Anywhere Polling. The steps are identical to running Anywhere Polling with a Question List (pgs. 38-37) outside of needing to select Content (Step 4).

1. Click **Anywhere Polling**.
   - The Anywhere Polling Showbar will appear. (Figure 11)
   - **OPTIONAL:** Open the application/content to be polled, if polling on top of an application.
2. Click the **Open button** on the Anywhere Polling showbar to open polling.
   - By default, a MC4 question is launched when you press the Open button. To select a different question type (MC2-10, Short Answer, Numeric, etc.) click the **Quick Poll menu** to the right of the **Open button**.
   - **TIP:** To zoom in or out of the Anywhere presentation window, right-click on presentation window background and select Zoom In or Zoom Out.
3. Click the **Close button** on the Anywhere Polling showbar to close polling and display results
   - **OPTIONAL:** Right-click/Control-click on the correct answer choice to select a correct answer.
4. Repeat steps 2 and 3 for the remaining questions.
5. When finished, **Close** the Anywhere Polling application.
   - A message appears stating that the current session contains unsaved response data.
6. Click **Save**.
7. **Name the session** and click **Save**.
   - The Anywhere Polling application closes and the TurningPoint Dashboard opens.
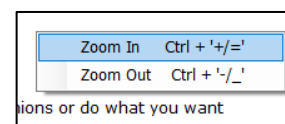
Quick Poll Question Types

There are several **Quick Poll question types** (Figure 14) available for Anywhere Polling. To use a Quick Poll question, click the Quick Poll Menu and select the desired question type.

- Custom
  - Allows up to 10 answer choices, can type question & answers in
- Multiple Response
- 2 - 10 Answers
- Short Answer
- Numeric Response
- Essay
- Demographic Assignment
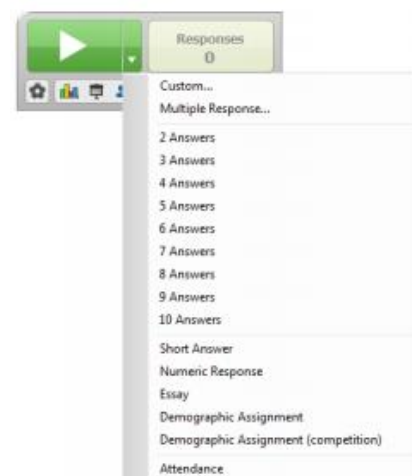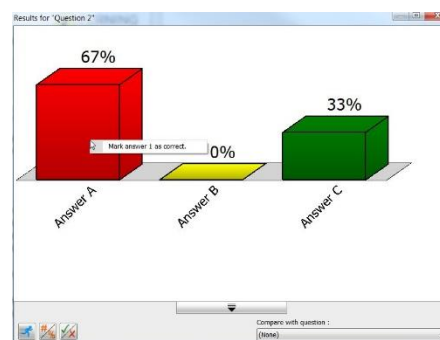- Demographics Assignment (competition)
- Attendance

Figure 14: Quick Poll Question Types

About the Chart Window

The chart window displays the participant results. The window can be moved, resized, expanded and collapsed. Depending on the current question data, some buttons may not be visible or usable.

> ➢ **TIP** Right-click on a bar of the chart to mark the answer as correct.

▲ ≡	**Show/Hide Chart Options** - The Show/Hide Chart Options button toggles the display of the chart options.
🏃	**Compete** - The Compete icon gives the instructor the option to view the following items: • **Team Leaderboard**- The team leaderboard displays the top teams ranked by their total points. The team's points are the average of the team's participants' points. • **Participant Leaderboard**- A participant leaderboard displays the top individual participants ranked by their total points. • **Fastest Responders**- The fastest responders slide displays the individual participants who responded correctly and fastest to the most recent question. This feature requires a correct response or point value.
#/%	**Response Data View** - The Response Data View icon allows the instructor to change the data values shown on the chart window. Options include: 0% (Percentage: No Decimal Places), 0.0% (Percentage: One Decimal Place), 0.00% (Percentage: Two Decimal Places) and 0 (Response Count).
✓/✗	**Correct and Incorrect Comparison** - The Correct and Incorrect Comparison icon toggles the chart colors to reflect red for incorrect response answers and green for correct response answers. Clicking this button again returns the chart to its original view. Correct answers can be set by clicking on the answer choice(s) that are correct. They can be toggled to incorrect if necessary.
Compare with question : (None) ▾	**Compare with question drop-down menu** - The Compare with question drop-down menu allows the instructor to compare the results of the current question with results from a previously answered multiple choice question.
ᵈ📊	**Chart** - When showing short answer and numeric response results, a toggle icon for charts and tables is displayed. The chart will display a graph of responses collected.
▦	**Table** - The Table icon displays a table of responses and the number of participants that responded with that answer.

Task #3: Engage Self-Paced Polling *(10 Steps – Detail)*

The Self-Paced Polling environment allows participants to take a paper-based test using their QT2 clickers or on the student's mobile device using Mobile Response.

New Term: **Self-Paced Polling** is similar to a **CPS Test** or **Student Managed Assessment**.

Many of the steps outlined in the 10-Step documents are identical between polling environments, so rather than repeating steps covered earlier, we will refer back to where those steps were discussed originally.

1. Plug in Receiver.

2. Open and Log into TurningPoint.

3. Select Course List (optional).

4. Select Content.

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pg. 29

5. Click Self-Paced Polling

➢ From the TurningPoint Dashboard, select a **Question List** below **Content**.

Content
- ⊘ None
- ▾ 📁 LE1
  - ▾ 📁 LE1 - Category 1 - Leadership
    - ▾ 📁 Skill 1 - Objectives of Leadership
      - ▸ 📁 Task 1 - Leadership Defined
      - ▸ 📁 Task 2 - The Leader Within
      - ▾ 📁 Test - Skill 1 - Objectives of Leadership
        - 📄 **LE1-C1 Skill 1 - Objectives of Leadership Test**
    - ▸ 📁 Skill 2 - Core Values
    - ▸ 📁 Skill 3 - Leadership Traits
    - ▸ 📁 Test - Category 1 - Leadership
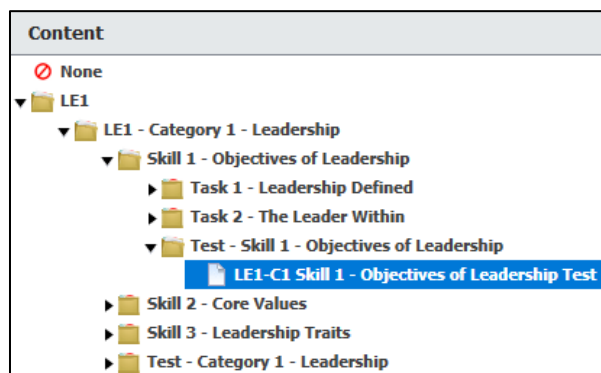
6 Click Accept Logins.

- ➢ **IMPORTANT:** Leave the Participant Login drop-down option as OFF as it does not apply to JROTC. (Figure 15)

- ➢ Select the test time from the Time Limit drop-down menu.

- ➢ Select the message to be sent to participants from the Completed Test Message drop-down menu.

- ➢ Click OK. At this time participants may log into the test.
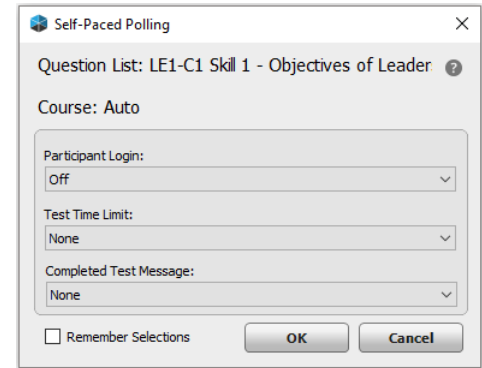
Figure 15: Accept Logins Menu

7 Click Start Polling.

- ➢ **IMPORTANT:** Once Polling has begun, have cadets press any button on their clicker to wake it up and enter Test Mode.

  - o A number of menus will flash on their QT2 device.
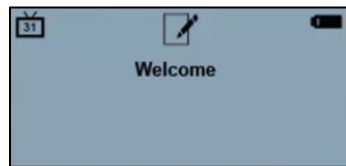
Welcome Screen

Battery Check

- ➢ Once students reach the Test Title and # of Questions screen, instruct them to press the button under OK (on the right side) to Enter the Test.
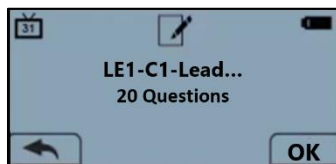
Test Title & # of Questions
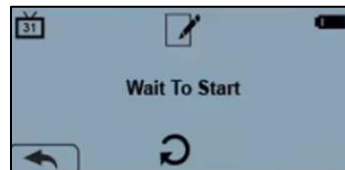
Entering Test

- ➢ Students may now begin the test using the Function Keys (under the LCD screen), the black Number Pad keys, or keyboard.

Question Carousel

Test Completion
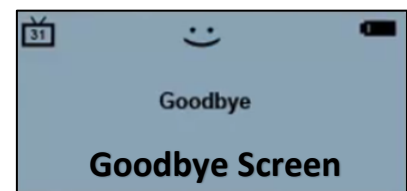
Goodbye Screen
(ensure students see this)

www.tinyurl.com/MCJROTC-Training

View Live Results Monitor

The Live Results Monitor provides real-time information about the test. The monitor displays which questions each participant has answered and whether they responded correctly or incorrectly. There is also an option to view the overall progress for the entire test.

1. While a test is being administered, click the **Live Results** icon on the Self-Paced Polling toolbar.
   - The *Live Results Monitor* window opens. (Figure 16)

Figure 16: Accept Logins Menu

Status	Device ID	First Name	Last Name	User ID	Version	Progress	Score	1	2	3	4	5
▷	1	Jon	Jones	584334		5 / 5	5	✓	✓	✓	✓	✓
▶	2	Sally	Smith	864563		5 / 5	5	✓	✓	✓	✓	✓
▶	3	Mark	Johnson	879451		5 / 5	5	✓	✓	✓	✓	✓
▶	4	Harrison	Brown	841564		5 / 5	5	✓	✓	✓	✓	✓
▶	5	Lenore	Richardson	695466		4 / 5	4	✓	✓	✓	✓	-
▶	6	Gary	Schoop	851585		4 / 5	4	✓	✓	✓	✓	-
▶	7	Lily	Simpson	984168		4 / 5	4	✓	✓	✓	✓	-
▶	8	Jessica	McBride	321688		3 / 5	3	✓	✓	✓	-	-
▶	9	Jennifer	McBride	789834		3 / 5	3	✓	✓	✓	-	-
▶	10	Lucas	Schwartz	318944		3 / 5	3	✓	✓	✓	-	-

✓ = Correct   X = Incorrect   ⊘ = No Value   – = No Response

2. Click **Individual Progress** to view progress by participant.

   - The test version, score and overall progress for each participant is displayed.
   - A **green check mark** indicates the participant answered the question correctly.
   - A **red X** indicates the participant answered incorrectly.
   - A **dash** represents an unanswered question.
   - A **circle with a line through it** indicates the question had neither a correct or incorrect answer value.
   - **Hover the mouse over the check marks, X or circle to see the participant's response.**

3. Click **Overall Progress** to view progress by test version.
   - The test version numbers are listed, as well as the average number of answered questions and the average score. The statistics for the entire test are displayed at the bottom of the window.

➢ Once finished, participants will see the Completion Screen (below) and have options to:
   1. **Return** to the questions to change/confirm answers.

   2. **Delete** the test and Exit the clicker out of testing mode.

   3. **Save/Send** the test and Exit the clicker out of testing mode.

1.   3.

2.
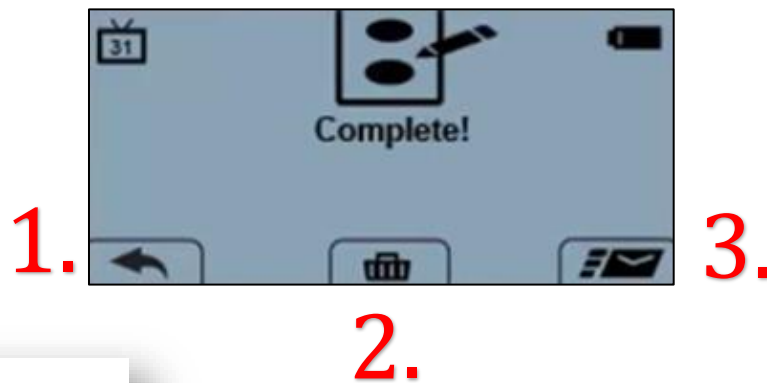
➢ Click **Stop Polling** once all the results have been received.

o **IMPORTANT: Make sure all clickers have submitted their test and are out of testing mode before Stopping the Polling.**

➢ Click the **Save** icon to save the session results.
➢ Name the session and click **Save**.
  ● Session files should be stored in the default save location.
  ● If the session is saved in another location, it will then need to be imported into TurningPoint.
➢ Close the application to return to the TurningPoint Dashboard.

Task #4: Engage Web Polling (Scheduled Polling)

IMPORTANT NOTE: This task covers how to engage Web Polling content that is already created. For instructions on how to create Web Polling content, go to CH 9 on pg. 70.

1. Sign into **TurningPoint web** – https://instructor.turningtechnologies.com.

2. Click **Create Course** or **Select** the desired course.
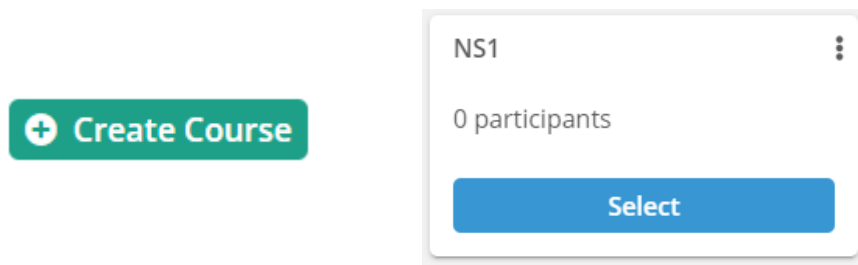
- The course opens on the **Content** page.

3. Select **Manage** on the content you want to use.

4. Click **Schedule** on the top right (next to the Start button).

5. Enter **Session Name.**

6. Select **Start Date/Time.**

7. Select **End Date/Time.**

8. Select *Require Participant Sign in* if desired.

9. Choose settings for First Name, Last Name, and Email.

10. Click **Schedule.**
    - Content is scheduled.

11. **Share** a copy of the link from the **Schedule tab**.
    - Communicate link to participants.

Chapter 4: Reports

Objectives – Tasks

- ❖ Task #1: Generate Reports
- ❖ Task #2: Export Reports
- ❖ Task #3: Save & Print PDF Reports
- ❖ Task #4: Report Descriptions

Task #1: Generate Reports

There are eight types of session reports. Each report can be customized by selecting the data options on the right side of the reports window.

1. From the Manage tab, select a **session** from the left panel.

    - The *Session Overview* screen is displayed. (Figure 17)

2. Click **Reports** at the bottom of the *Session Overview* screen.

    - **TIP:** Double-clicking the session name will also open the reports window.
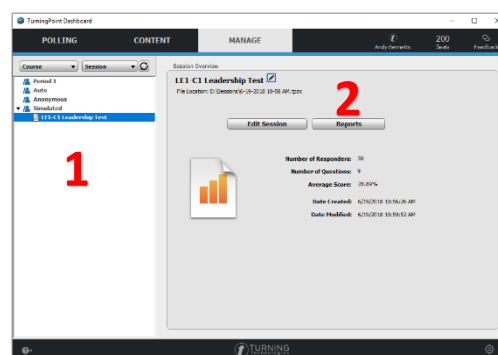
Figure 17: Session Overview
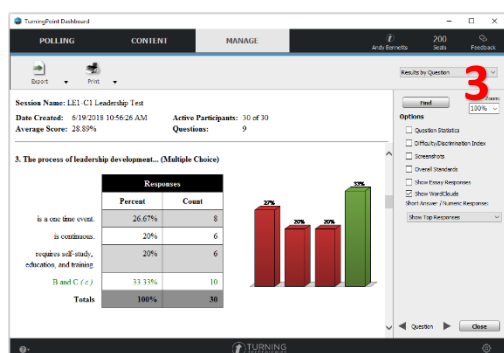
Figure 18: Report Window

3. Select the report type from the drop-down menu in the upper right corner. (Figure 18)

    - The report session header appears on all reports.

    - The session header includes the session name, date created, active participant count, average score and the question count.

Task #2: Export Reports

Reports can be exported as a CSV, Excel or HTML file.

1. While in the *Reports* window (Figure 18), click the **Export** icon and select one of the following options when available:
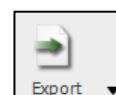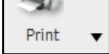
    - **CSV**- CSV files are plain text files that can be opened with various programs.
    - **Excel**- Saves the file as a Microsoft Excel spreadsheet with native Excel charts for manual manipulation.

- **HTML**- HTML files can be opened with an Internet browser.

2. **Name** the file and click **Save**.

Task #3: Save & Print PDF Reports

TurningPoint allows the user to print a hard copy of the reports. The reports are printed as PDF files.

1. While in the Reports window (Figure 18), click the **Print icon** and select **Print**.

   - **TIP:** Select **Preview** to view the report before printing or to save the report as a PDF.

2. Make any necessary adjustments in the Print window.

3. Click **Print**.

Task #4: Report Descriptions

Results by Question

The default Results by Question report (Figure 19) displays the following elements:

Question text	Answer choices	Chart
Question type	Responses (percentage and count)	

Checking the boxes in the right panel adjusts the details of the report. Selections will be remembered for future use.

- **Question Statistics**- Adds a table to the report under each question that displays the Mean, Median, Variance and Standard Deviation for each question.

- **Screenshots**- Displays the screenshot with each question.

- **Overall Standards**- Displays the percentage of overall comprehension for each standard.

- **Short Answer/Numeric Response**- Gives the option to choose between displaying only the top responses for Short Answer and Numeric Response questions, or to display all valid responses. Click the drop-down menu to show all responses.
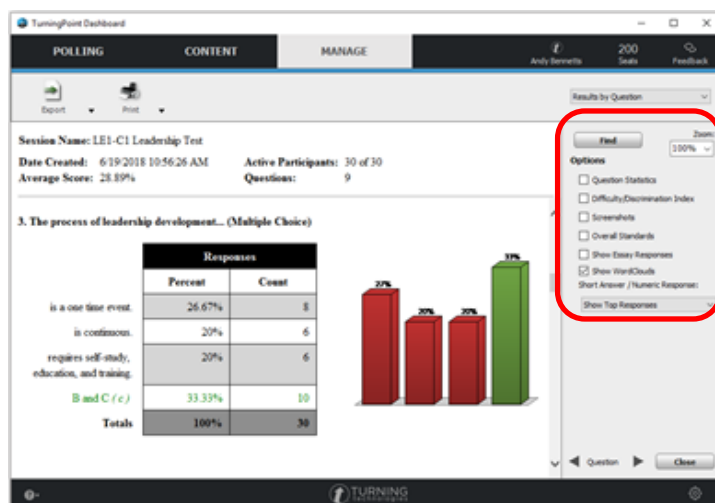
Figure 19: Results by Question Report

Results by Participant

The default Results by Participant report (Figure 20) displays the following elements:

Participant information	Question text	Participant response

> ➢ **TIP:** Printing this report will generate a page break in between each participant.

Checking the boxes in the right panel adjusts the details of the report.

- **Correct Answers-** Displays the correct answers for each question.

- **Answer Choices-** Displays all of the answer choices for each question.

- **Response History-** Displays each response sent by the participant for each question including invalid responses.

- **Response Times-** Displays the length of time (in seconds) that it took with the final recorded response(s). Response times will not display on merged sessions.

- **Overall Standards-** Displays the percentage of overall comprehension for each standard.

- **Active Participants Only-** Displays the results of the participants that responded to at least one question in the session. Participants that sent feedback or an invalid response are also displayed.

Figure 20: Results by Participant Report

Results Detail

The default Results Detail report (Figure 21) displays the following elements:

Participant information	Score (overall percentage)
Participant response	Course list averages (points and percentage)
Participant points earned	Answer Key

Checking the boxes in the right panel adjusts the details of the report.

- **Participants**- Select the type of participant information to be displayed.

- **Active Participants Only**- Displays the results of the participants that responded to at least one question in the session. Participants that sent feedback or an invalid response are also displayed.

- **Question Results**- Answer displays the question/answer columns and the answer key row. Scores displays the question/answer columns and the maximum points row.

- **Expand**- Widens the question/answer columns to display values longer than three characters.

- **Total Points**- Displays the Total Points column.

- **Score**- Displays the Score column.

Figure 21: Results by Participant Report

Task #5: Web Polling Results

You can access the results for Web Polling in your course roster.

1. Sign into **TurningPoint web** – https://instructor.turningtechnologies.com.
   - The Courses page opens.

2. **Select** your desired course.
   - The course opens on the Content page.

3. Click **Results** on the top navigation.
   - The Gradebook opens.
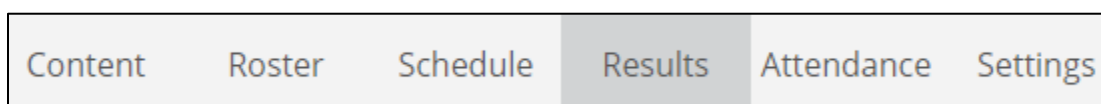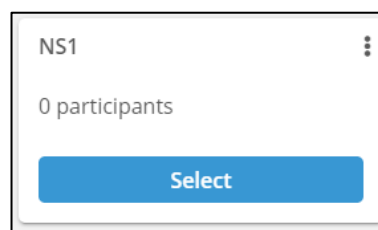
4. Select the **Sessions** tab.

5. Click **Reports** on the desired session.
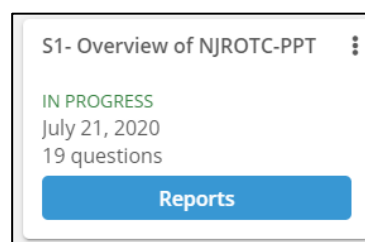
6. Select the corresponding tab for your desired report.

   - **Question reports** allow you to view the aggregate results for the session per question. You can also edit question information within the report by selecting the overflow menu on a question.

   - **Detail reports** allow you to view individual results for the session in one view.

   - **Participant reports** allow you to view detailed individual results for the session at the participant level.

   - **Guest reports** – identical to Participant report, but doesn't require participants to be enrolled in course

7. Click **Export**.

   - The report is downloaded as an Excel file.

8. Open file, edit, and save as desired.

Chapter 5: Competitions

Competition slides keep track of the participants or teams with the most points and fastest responses. There are several slide types available for competitions. This chapter will focus on competition slides **already embedded** into your lesson PPTs.

NOTE: All TurningPoint questions with correct answers have been given a value of 10 points.

Objectives – Tasks

- ❖ Task #1: Participant Leaderboard
- ❖ Task #2: Team Assignment
- ❖ Task #3: Team Leaderboard
- ❖ Task #4: Team MVP
- ❖ Task #5: Fastest Responders
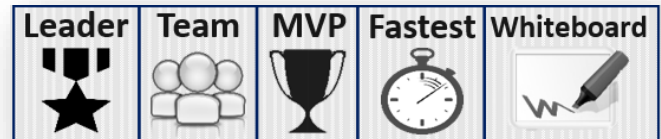
Task #1: Participant Leaderboard

A participant leader board displays the top individual participants ranked by their total points. This slide updates dynamically after each question.

New Competition: All Lesson Questions (with a correct answer) and Key Word Questions contain a **Leader icon** (right) that hyperlinks to a pre-made **Participant Leaderboard** at the end of the PPT lesson. Any time you want to see which students are leading the way, simply click on the **Leader icon** to be taken to the **Leaderboard** (below). Click to return to the last slide.

Participant Leaders

Points	Participant	Points	Participant
40	Jolie, Angelina		
30	Arquette, Patricia		
30	Murray, Bill		

> ➢ **TIP:** Press the tab key on the keyboard to view more participants in the Course List.

TP Benefit #7: TurningPoint's engaging and intuitive gaming functions allow ALL cadets to participate in clicker games, rather than just one per team. PLUS, the software is smart enough to average all participant's scores in case of uneven teams as well as track speed!

Task #2: Team Assignment

The **Team Assignment** slide allows participants to assign themselves to teams for competitions. It is also considered a Demographic slide.

New Competition: The **Game icon** (right) lives in the lower-right corner of the **Lesson Objective slide**. When clicked it will take you to the **Team Assignment slide** (below).

Once teams are assigned, progress through the presentation and questions allowing teams to respond!
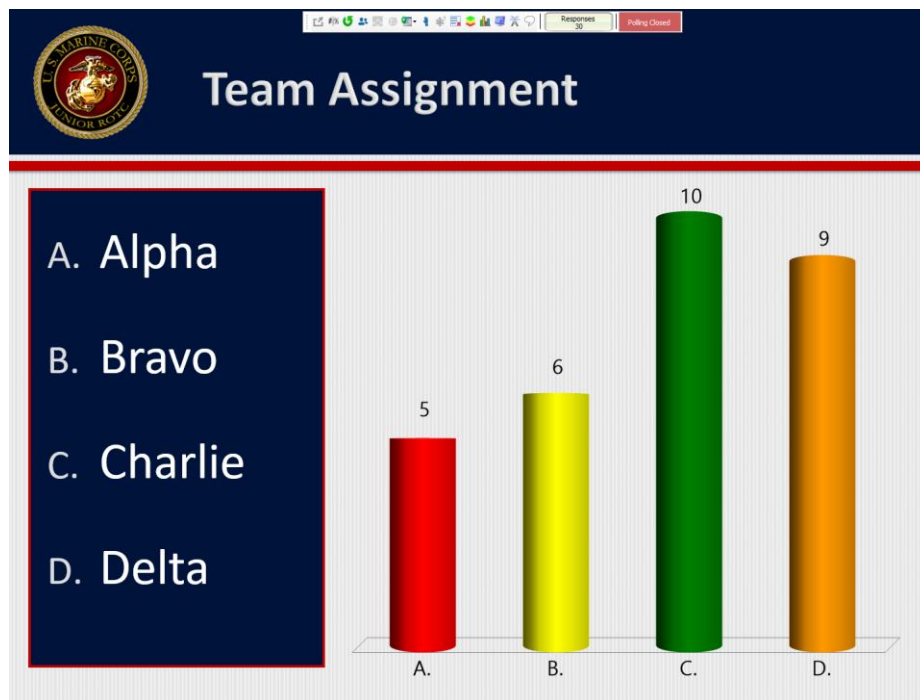
➢ **TIP:** Team Names are Alpha, Bravo, Charlie and Delta by default. However, you can change them to whatever you would like; limit of 10!

Task #3: Team Leaderboard

The **Team Leaderboard** displays teams ranked by their total points. Team scoring works by calculating the point total for all participants on a team and then dividing it by the number of participants. The slide updates dynamically after each question.

New Competition: The **Team Leaderboard icon** (right) is on the bottom of every question with a correct answer. When clicked it will take you to the **Team Leaderboard slide** (below). Click to return to the question slide.

Team Scores

Points	Team	Points	Team
20	Alpha		
20	Bravo		

Task #4: Team MVP

The **Team MVP** board displays the individual participant on each team with the most points. This feature requires the use of a course, teams and correct answers. The slide is updated dynamically after each question.

New Competition: The **Team MVP icon** (right) is also on the bottom of every Vocabulary Question slide. When clicked it will take you to the **Team MVP slide** (below) at the end of the PPT and allow you to easily return.

Team MVP

Points	Team	Participant
40	Bravo	Jolie, Angelina
30	Charlie	Malkovich, John

Task #5: Fastest Responders

The **Fastest Responders slide** displays the individual participants who responded correctly and fastest to the most recent question. This feature requires a correct response or point value. The slide updates dynamically after each question.

New Competition: The **Fastest Responders icon** (right) is on the bottom of every question with a correct answer. When clicked it will take you to the **Fastest Responders slide** (below). Click to return to the question slide.

Fastest Responders

Seconds	Participant	Seconds	Participant
3.61	Law, Jude		
4.065	Malkovich, John		

Chapter 6: Creating Content in PowerPoint® Polling

Objectives – Tasks

- ❖ Task #1: TurningPoint Toolbar in PowerPoint®
- ❖ Task #2: Creating Questions in PPT Polling
- ❖ Task #3: Adding Objects in PPT Polling

PowerPoint Polling

The polling function in PowerPoint allows you to poll an audience with questions embedded directly into your PowerPoint presentation. A ribbon/toolbar is directly integrated into PowerPoint.

Task #1: TurningPoint Toolbar in PowerPoint®

From the TurningPoint Dashboard, select PowerPoint® Polling. This will launch your PowerPoint application with a new TurningPoint PowerPoint Polling ribbon. (Figure 21)

From this ribbon, you will be able to:

• Insert clicker question slides (MC, T/F, Numeric, Short Answer, etc.)	• Look at Messaging
• Insert TP objects (Correct Answer Indicator, Charts, Countdown, etc.)	• Save Session files
• Insert competition slides (Team Assignment, Team Score, Team MVP, Fastest Responder)	• Reset the PowerPoint Session (Important Step)
• Load and manage Participant Lists (Chapter 3)	• Immediately view and print Reports
• Switch between Live and Simulated Polling	• Change TP Preferences (Software, Connections, PPT, Anywhere, & Self-Paced)
• Verify and change connections	• Access TP Help Menu (User Guide, PPT Polling Training, Video Tutorials, etc.)

Figure 21: TurningPoint PowerPoint Polling Ribbon

Task #2: Creating Questions in PPT Polling

1. From the TP ribbon, click the **New** icon   and select a **slide type**. There are 10 slide types available. (Figure 22)
   - ➢ **NOTE:** Questions will come in as new slides in the PPT presentation.
2. Enter the question text and answer text. (Figure 23)
3. Repeat Steps 1 and 2 as many times as needed to create the PowerPoint Polling presentation.
4. When finished, **Save** the presentation.
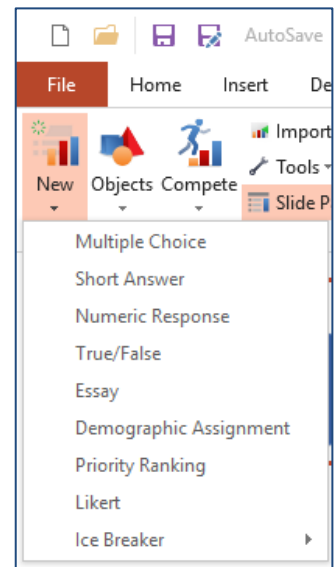
Figure 22: Question Types
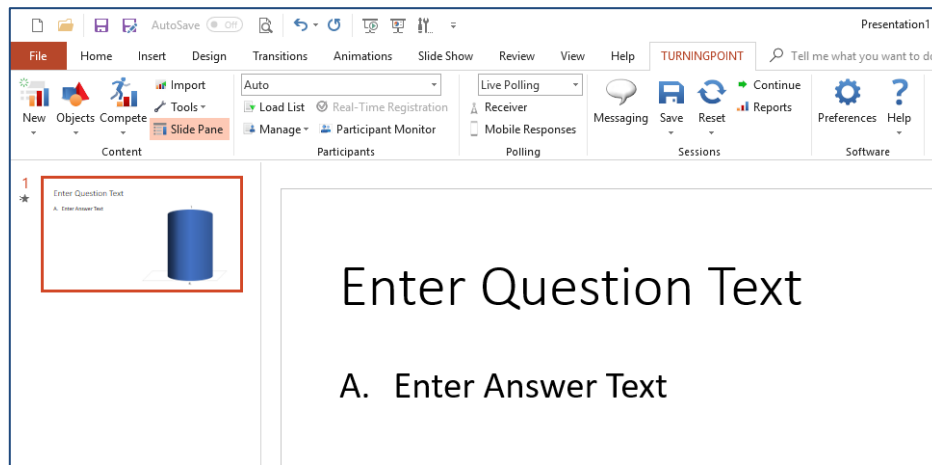
Figure 23: New Question Slide

Question Types and Options

The following sections explain each question type, how to set correct answers and the available question options.

There are several question types available:

- **Multiple Choice** - up to 10 answer options

- **Short Answer** - up to 160 characters in the PPT and Anywhere; up to 16 characters in Self-Paced

- **Numeric Response** - up to 16 characters in all three polling environments

- **True/False**

- **Matching** - up to 10 answer choices; not supported in PPT Polling

- **Essay** - up to 160 characters in all three polling environments

- **Demographic Assignment** - up to 10 answer choices

- **Priority Ranking** - up to 10 answer choices

Multiple Choice

1. Select **Multiple Choice** from the **Question Type** drop-down menu. (Figure 22)
2. Enter the question text and answer text. (Figure 23)
3. Select the correct answer (if applicable) under the **Scoring Options** of the **TurningPoint Slide Pane**. (Figure 24)
   - **NOTE:** The Options Menus may be minimized upon first opening TurningPoint. Simply click the triangle to the left to expand.
4. Adjust the Question, Polling and Scoring options as necessary.

Question Options

- o Anonymous - A question marked anonymous does not track participant list information when polling.
- o Bullet Format - The bullet format for the answer choices can be changed from the drop-down menu.
- o Multiple Responses - Multiple responses allow participants to send more than one response to a question. When this box is checked the following options may be set: Response Limit, Allow Duplicates and All or Nothing Scoring.

Polling Options

- o Show Results - When checked, the chart is displayed after polling.
- o First Response Only - When checked, TurningPoint Cloud only accepts the first response sent by each participant.
- o Correct Answer Indicator - A correct answer indicator allows participants to view the correct answer(s) after polling has been closed.
- o Countdown Timer - A countdown timer provides participants with a visual cue that polling is about to close as it counts down to zero. When the countdown expires, the countdown timer disappears, and polling is automatically closed.
- o Response Grid - The response grid displays the participant name by default. As the participants respond, the corresponding box will change color. If polling with an auto list, it is recommended to change the response grid text to Device ID Only in the preferences. As the participants respond a Device ID will appear in the box.

Figure 24: TurningPoint Slide Pane

Scoring Options

- o Correct Point Value - The point value of the correct answer(s) can be set by entering a value in the box provided.
- o Incorrect Point Value - The point value of the incorrect answer(s) can be set by entering a value in the box provided.
- o Speed Scoring - When checked, point values will decrease relative to the time polling is kept open.

- o Show Advanced Scoring - When checked, the answer value and the point value are both displayed. The point value can be changed by entering a new value in the box provided.

Short Answer

1. Select **Short Answer** from the **Question Type** drop-down menu. (Figure 22)
2. Enter the question text. (Figure 23)
3. Enter a keyword(s) for the correct answer (if applicable) under the **Scoring Options** of the **TP Slide Pane**. (Figure 24)
   - Multiple keywords should be separated with a semicolon.
4. Adjust the Question, Polling and Scoring options as necessary.

NOTE: The following symbols are supported: (. , \ " ? @ # $ % ^ & * ( ) _ + - = / < > [ ] { } £ € √)

Numeric

1. Select **Numeric** from the **Question Type** drop-down menu. (Figure 22)
2. Enter the question text. (Figure 23)
3. Enter a value for the correct answer under the **Scoring Options** of the **TP Slide Pane**. (Figure 24)
   - **IMPORTANT:** Enter a minimum and maximum value in the boxes provided. All responses within this range will be marked correct.
4. Adjust the Question, Polling and Scoring options as necessary.

True/False

1. Select **True/False** from the **Question Type** drop-down menu. (Figure 22)
2. Enter the question text. (Figure 23)
3. Select **True**, **False** or **No Correct** as the correct answer under the **Scoring Options** of the **TP Slide Pane**. (Figure 24)
4. Adjust the Question, Polling and Scoring options as necessary.

Matching

To set up a matching question, a list of matches is paired with a list of choices. Participants submit the choices in the order that corresponds to the matches.

1. Select **Matching** from the **Question Type** drop-down menu. (Figure 22)
2. Select the number of matches from the Matches drop-down menu.
3. Select the number of choices from the Choices drop-down menu.
4. Enter the correct answers under the **Scoring Options** of the **TP Slide Pane**. (Figure 24)
   - **NOTE:** Each correct answer choice needs to be separated by a semicolon. For example, "a; c; d". Correct answers may also be assigned by selecting the correct answer choices that corresponds to the matched item.
5. Adjust the Question, Polling and Scoring options as necessary.

Essay

1. Select **Essay** from the **Question Type** drop-down menu. (Figure 22)
2. Enter the question text. (Figure 23)
3. Adjust the Question, Polling and Scoring options as necessary.

Demographic Assignment

A demographic assignment question can also be used to assign participants to teams for competitions.

1. Select **Demographic Assignment** from the **Question Type** drop-down menu. (Figure 22)
2. Enter the Demographic Assignment text and answer choices. (Figure 23)
3. Adjust the Question, Polling and Scoring options as necessary.

Priority Ranking

Items are ranked by the participants and then scored based on response weights.

1. Select **Priority Ranking** from the **Question Type** drop-down menu. (Figure 22)
2. Enter the Priority Ranking text and answer choices. (Figure 23)
3. Set the Response Weight (Figure 25) for each response by selecting a value from the **Question Options** menu of the **TP Slide Pane**. (Figure 24) Enter a value from 0 to 99999. Repeat for the remaining answers.
4. Adjust the Question, Polling and Scoring options as necessary.

Figure 25: Response Weight

Task #3: Adding Objects in PPT Polling

Objects can be added through the TurningPoint ribbon to a PPT slide to enhance and customize the polling experience for users.

This section covers the following topics:

- **Correct Answer Indicator**
- **Inserting a Correct Answer Indicator**
- **Inserting a Chart/Changing the Chart Type**
- **Inserting a Countdown Timer**

For a complete list of Objects, refer to the TurningPoint User's Guide.

http://help.turningtechnologies.com/TurningPoint8/PC

Correct Answer Indicator

A correct answer indicator allows participants to see the correct answer or answers after polling is closed. The indicator appears during a presentation when the slide is advanced after displaying the chart.

IMPORTANT: A correct answer must be set **before** a correct answer indicator can be inserted on a polling slide.

Inserting a Correct Answer Indicator

1. Select the polling slide.

2. From the TP ribbon click the **Objects** button.

3. Mouse over **Correct Answer Indicator** and select the desired indicator. (Figure 26)
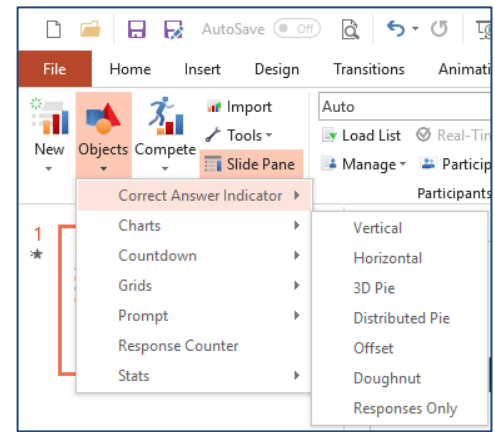
Figure 26: Correct Answer Indicator Menu

There are seven types of **Correct Answer Indicators** available. (Figure 27)
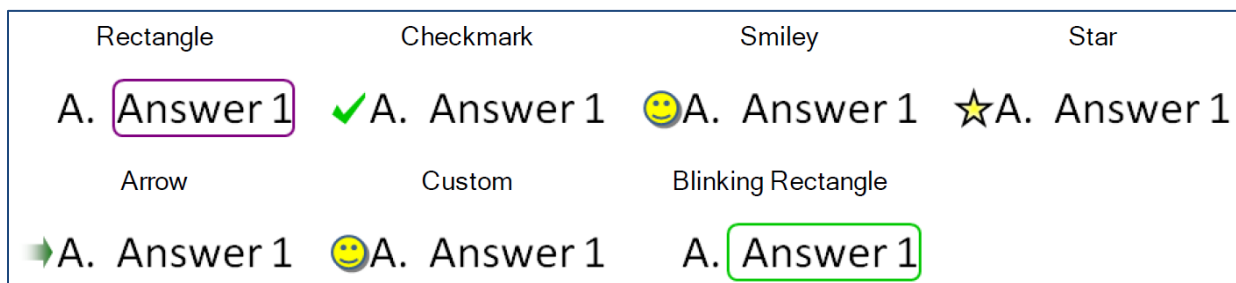
Figure 27: Correct Answer Indicator Options

A custom answer indicator can be a BMP, JPG, GIF, PNG or JPEG file.

TIP: Correct answer indicators can be formatted like regular PowerPoint objects. Right-click on the object and select a formatting option from the menu.

NOTE: To change the current correct answer indicator on the slide, select a different correct answer indicator from the Objects menu. To remove the correct answer indicator, simply delete the object from the slide.

Inserting a Chart/Changing the Chart Type

A chart displays the results of participant responses. The default chart type and display options, such as labels and value, can be defined in the Preferences. For more information on how to set a default chart type, refer to the **TurningPoint User's Guide**.

1. Select the polling slide.

   TIP: Select more than one slide by holding down the Ctrl or Shift key on the keyboard.

2. From the TP ribbon click the **Objects** button.

3. Mouse over **Charts** and select the desired chart. (Figure 28)
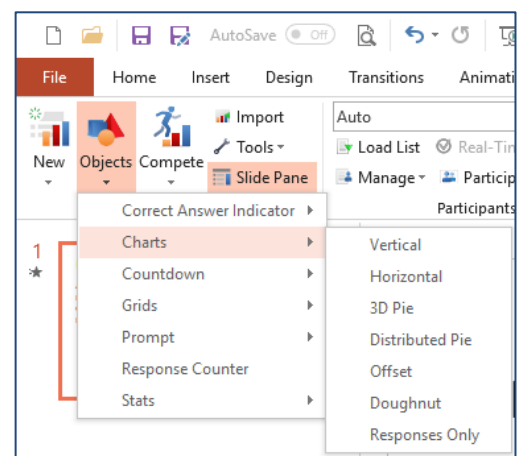
Figure 28: TurningPoint Charts Menu

There are seven **Chart** types available. (Figure 29)
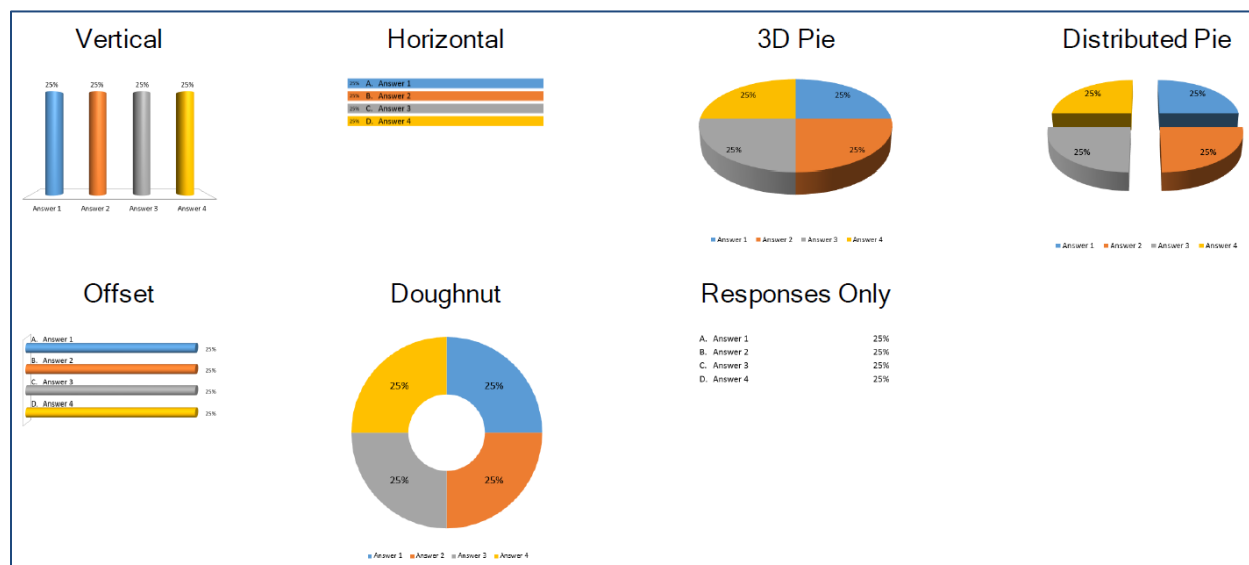
Figure 29: Chart Options

NOTE: To change the current chart on the slide, select a different chart from the Objects menu.

Click the **Objects** button, mouse over Charts and select the desired chart. The colors of Graph charts can be edited from the Slide Preference Pane. To remove the chart, simply delete the object from the slide.

Chart & Slide Preferences

Clicking a chart on a polling slide displays the chart preferences on the Slide Preferences Pane, Object tab (Figure 30). The chart labels and values can be adjusted without having to open the TurningPoint Cloud Preferences window.

   NOTE: The colors of Graph charts can be edited from the Slide Preference Pane.

On a Graph chart, select a color scheme from the drop-down menu to determine what colors will be used during the presentation. There are three options available:

- PowerPoint Scheme- Uses the selected PPT color scheme
- Defined- Uses user-defined chart colors.
- Correct/Incorrect- Applies green for correct answers and red for incorrect answers.
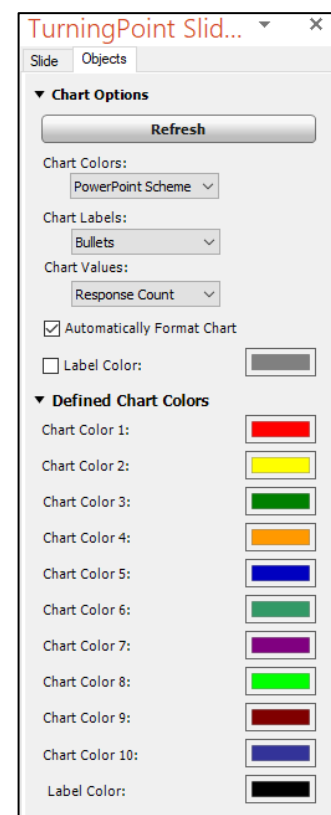
Figure 30: TurningPoint Objects Menu

Inserting a Countdown Timer

A countdown timer provides participants with a visual cue that polling is about to close as it counts down to zero. When the countdown expires, the countdown timer disappears, and polling is automatically closed.

For more information on how to automatically include a countdown timer on each polling slide, refer to the **TurningPoint User's Guide**.

1. Select the polling slide.

2. From the TP ribbon click the **Objects**   button.

3. Mouse over **Countdown** and select the desired countdown timer. (Figure 31)
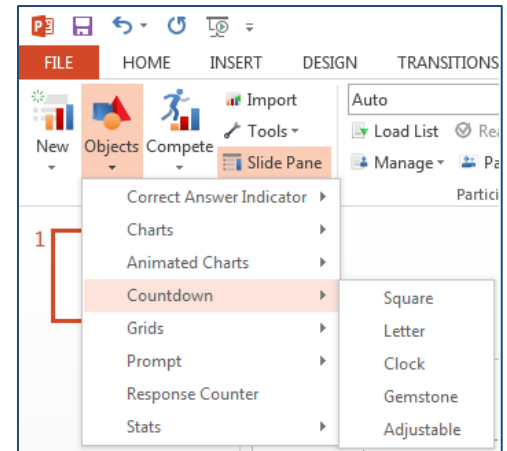
Figure 31: Countdown Menu

There are five **Countdown** timers available. (Figure 32)
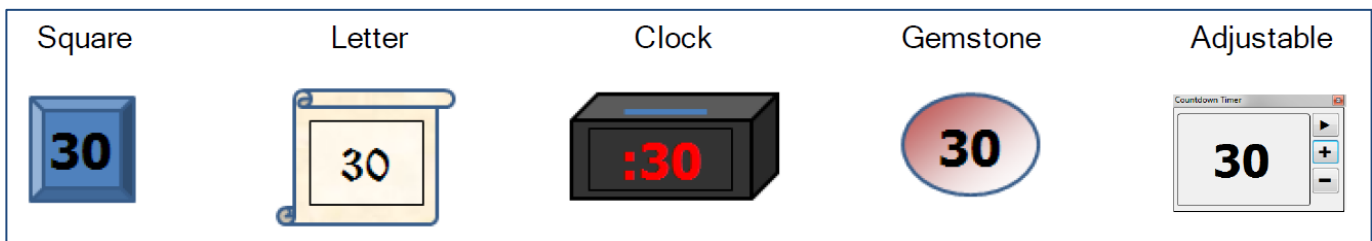
Figure 32: Countdown Options

NOTE: The Adjustable countdown timer inserts a placeholder 🟦 on the slide. During the slideshow it displays as above.

NOTE: To change the current countdown on the slide, select a different countdown from the Objects menu.

To remove the countdown, simply delete the object from the slide.

4. To adjust the time or add a sound to the countdown timer, click the countdown timer and adjust from the Slide Preferences Pane. (Figure 33)

    a. To adjust the time, enter a value into the Countdown Seconds box. A valid entry is 1 - 999.

    b. To add a sound, click [...], browse to the location of the sound file and click Open.
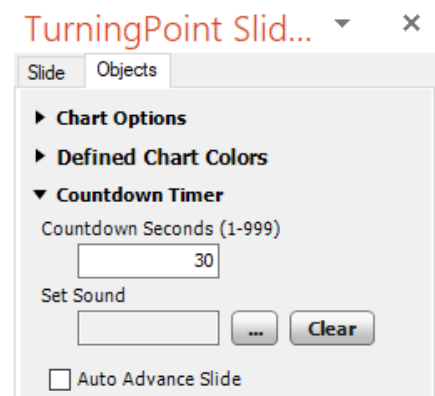
Figure 33: Countdown Properties

Chapter 7: Question Lists

Objectives – Tasks

❖ Task #1: Creating a New Question List
❖ Task #2: Importing CPS Lessons as Question Lists

Task #1: Creating a New Question List

When creating a question list, the preferences can be saved and used as a template for future question lists.

1. Select the **Content** tab.
2. Click **Content**, mouse over **New** and select **Question List**.
   a. The Question List Info window opens. (Figure 34)
3. Enter a **name** and a **brief description** for the question list.
4. Click the arrow next to **Preferences** to expand the window and adjust the options as necessary in the Content and Polling sections.

    TIP: Save the preferences as a preset for other question lists. Click Save as Preset, provide a name, click Add and then Save. The next time a question list is created, select the name from the Use Preset drop-down menu.

5. Click **Save**.
   a. The **Question List Editor** is displayed. (Figure 35)
6. Select the **question type** from the drop-down menu that matches your exam.
7. Enter the **correct answer** in the field provided.
8. Repeat steps 6 - 7 as many times as necessary.
9. Optionally, questions may be added, deleted, duplicated or rearranged within the question list.
   a. **To add a question**, select a question, click Question on the toolbar and select Add. (Or, select a question and press Ctrl + N on the keyboard.) The new question will be added directly below the selected question.
   b. **To delete a question**, select a question, click Question on the toolbar and select Delete. (Or, select the question and press the Delete key on the keyboard.)
   c. **To duplicate a question**, select a question, click Question on the toolbar and select Duplicate. (Or, select a question and press Ctrl + D on the keyboard)

Figure 34: Question List Info Window

TIP: Duplicating questions can speed up the question list creation process if there are a multitude of questions with similar formatting. When a question is duplicated, the question, scoring and polling options are duplicated as well.

Figure 35: Question List Editor

d. **To rearrange the order of the questions**, click the area to the left of the question number and drag the question to the new location.

10. Click **Save** and **Close** to save the question list.

Editing Question List Content

Now that a question list has been created, question and answer text, question options, scoring options and polling options can be assigned. The HTML Editor allows for advanced formatting of pictures, special characters, subscripts, superscripts and hyperlinks. Questions can also be added, deleted or duplicated for quick authoring.

➢ **NOTE:** For question lists to be used as answer keys, simply select a question type and assign a correct answer for each question. Question and answer text is not necessary.

Prerequisites
A new question list must be created or opened for editing. To open a question list for editing, select the Content tab, select a question list and click Edit Question List on the Question List Overview screen.

1. Select a **question**.
2. Select a **question type** and the corresponding **question options** from the drop-down menus.
3. Optionally, set the **Question**, **Scoring** and **Polling Options** in the right panel. Click the arrow next to the category to view the available options.

   NOTE: Polling options do not apply to Self-Paced Polling.
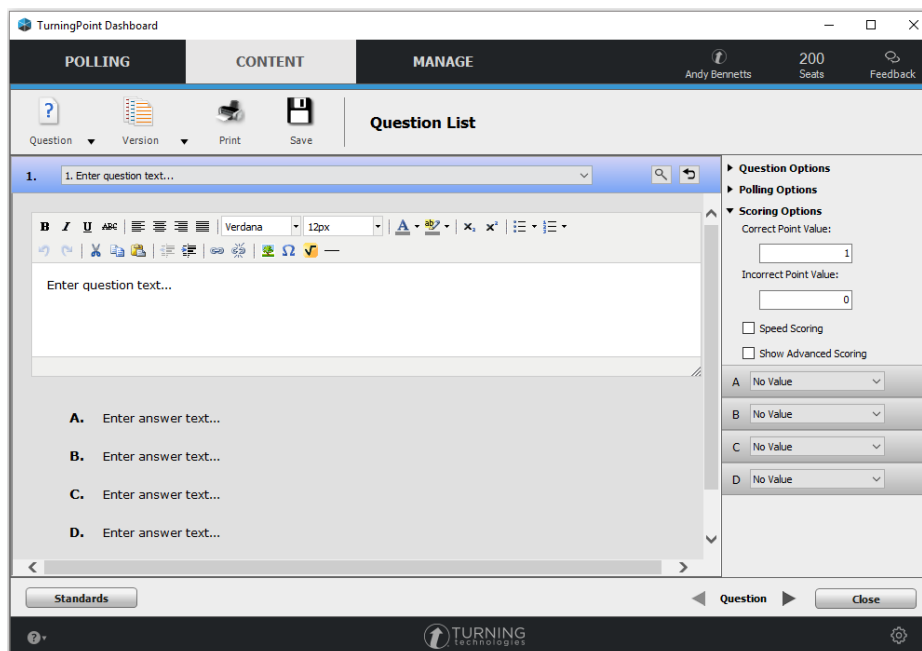
Figure 36: HTML Editor

4. Click the pencil icon to the right of the question.
   a. The **HTML Editor** opens. (Figure 36)
5. Select the **question** or **answer text** and enter the **new text**.
   a. Use the **HTML Editor toolbar** (Figure 37) to enhance the question or answer text.
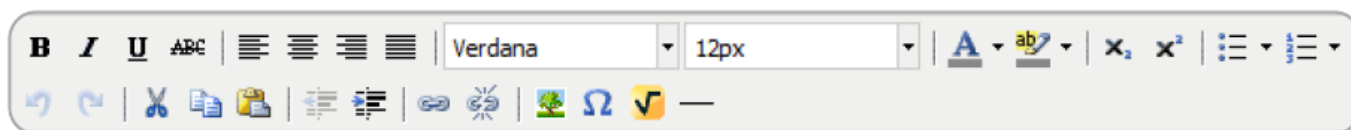
Figure 37: HTML Editor Toolbar

   b. The icons and drop-down menus on the first row of the toolbar are for **text editing**. Adjustments can be made to text alignment, font, size, color, highlight, subscript, superscript and bullet options.
   c. The icons on the second row of the toolbar include **undo**, **redo**, **cut**, **copy**, **paste**, **indent** and **hyperlinks**.
   d. Click the **Insert image** icon to include a picture in the question or answer options.

e. Click the **Insert custom character** ⏴icon⏵ icon to select a special character.

f. Click the **Insert equation** ⏴icon⏵ icon to include an equation in the question or answer options.

- The WIRIS Editor (Fig 38) opens in Internet Explorer. It may be necessary to click Allow blocked content in order to view the equation editor. After the equation has been created, click Accept to place the equation in the question or answer text.

Figure 38: WIRIS Equation Editor

Printing a Question List

There are three printing options available when printing a question list:

- Student Copy- The student copy contains the question and answer choices.
- Teacher Copy- The teacher copy contains all of the question and answer choices along with the correct answers and standards (if applicable).
- Answer Key- The answer key contains the correct answers.

Prerequisites

A new question list must be created or opened for editing. To open a question list for editing, select the Content tab, select a question list and click Edit Question List on the Question List Overview screen.

1. From the Question List Editor toolbar, click the **Print** icon.
    a. The Question List Print Options window is displayed.

2. Select **Student Copy**, **Teacher Copy** or **Answer Key**. (Figure 39)

3. Click **Print**.

NOTE: Click **Preview** to view the file before **printing** or to **save it as a PDF**

4. Click **Save** and **Close** to return to the Question List Overview screen.
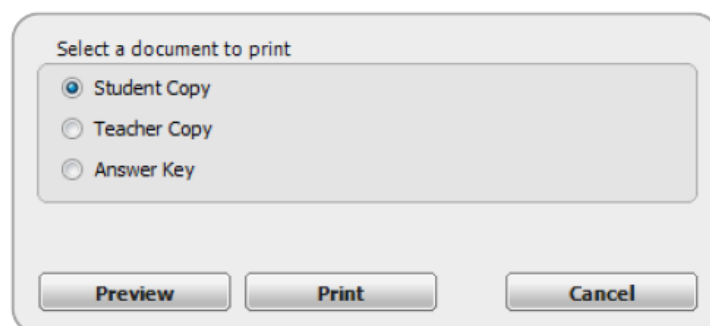
Figure 39: Question List Print Options

Task #2: Importing CPS Lessons as Question Lists

To begin the process of importing question lists from CPS to TurningPoint, bring up the CPS program on your computer. Each question list must be exported and then imported one-at-a-time. **Multiple files will not convert into TurningPoint.**

1. From the CPS lesson list (Fig 40), select the questions you wish to have converted. This lesson was locally generated in CPS, but any CPS lesson will work the same way.
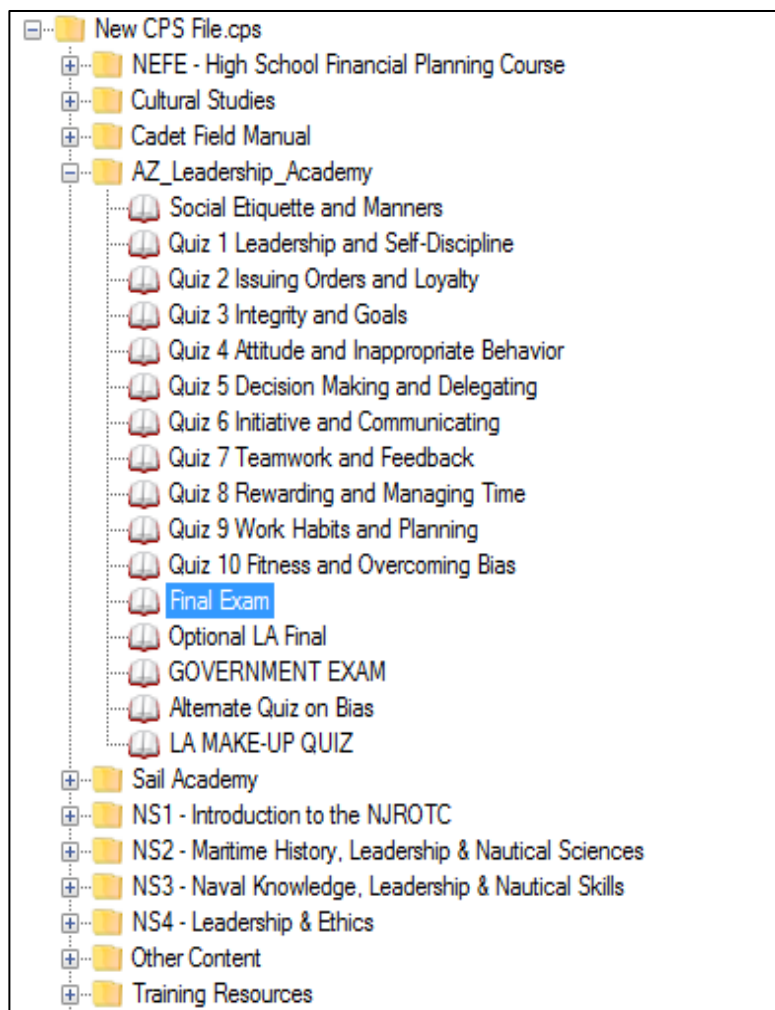
Figure 40: CPS Lesson List

a. After selecting the file to export, press the Export option (Fig 41) from the top toolbar:
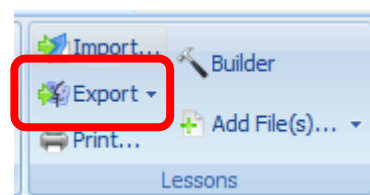
Figure 41: Export option

b. When you press the Export button on the toolbar, two options will appear in a pull-down menu. Select "OTHER".

c. After selecting "OTHER", a window will pop-up (Fig 42) asking you to save the file with a name. In the case of this example, we will use "FINAL EXAM AZLA".

d. You will notice that the file type will default to *.cxm and cannot be changed. Recommend using the TurningPoint Content folder to save your *.cxm files exported from CPS.
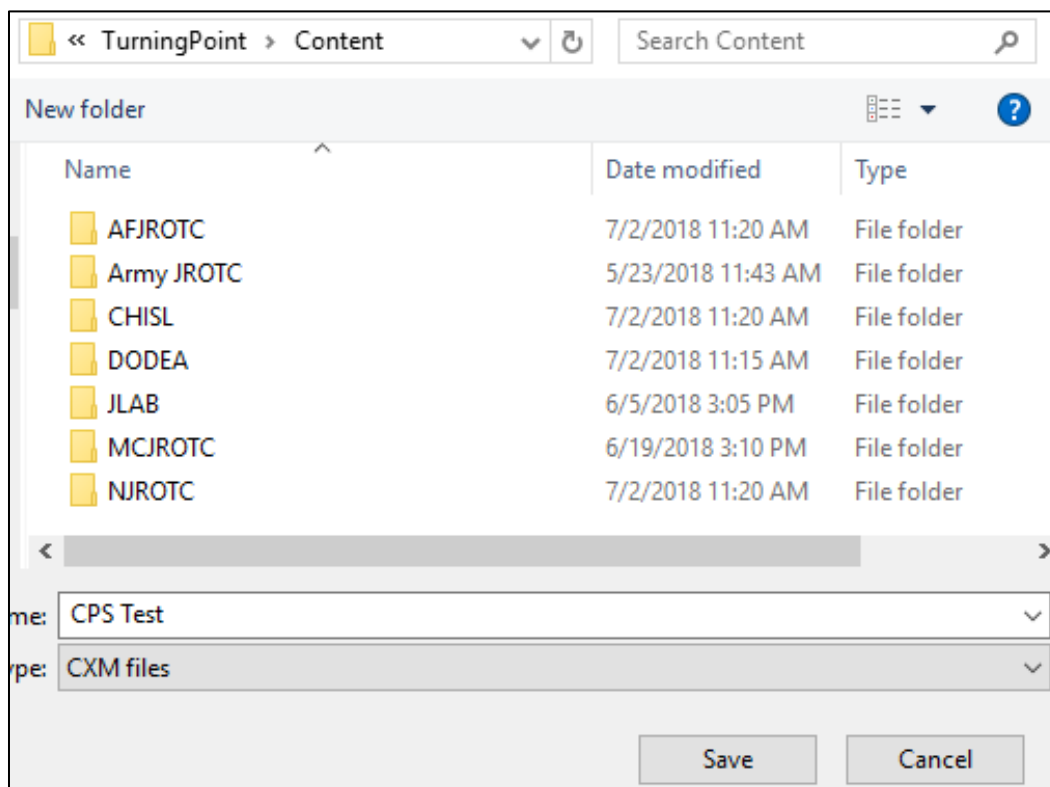
Figure 42: CPS Export view

    e. To save time, it is recommended you export all of the files you wish to convert and place them into the TurningPoint Content folder prior to beginning the import process to TurningPoint. This will save a lot of time from switching between CPS and TurningPoint for each question list you want to import.
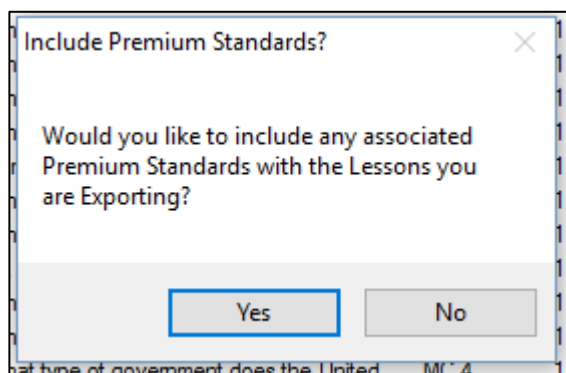
Figure 43: Premium Standards Window

2. Once you select "SAVE" at the bottom of the pop-up screen, the Include Premium Standards pop-up will appear. (Fig 43)

    a. Select "YES" only if you assigned standards to the locally generated questions you wish to export to TurningPoint.

    b. For most locally generated questions, standards are not assigned unless the school or district has mandated that you do so. If this is the case, select "NO" and the process will save your file to the TurningPoint content folder.

    4. Once you have exported all of the files you want to crossover, login to TurningPoint from the Turning RF+ receiver.

        a. From the TurningPoint Dashboard, select the "CONTENT" tab at the top of the page and then the "Content" pull-down menu. (Fig 44)
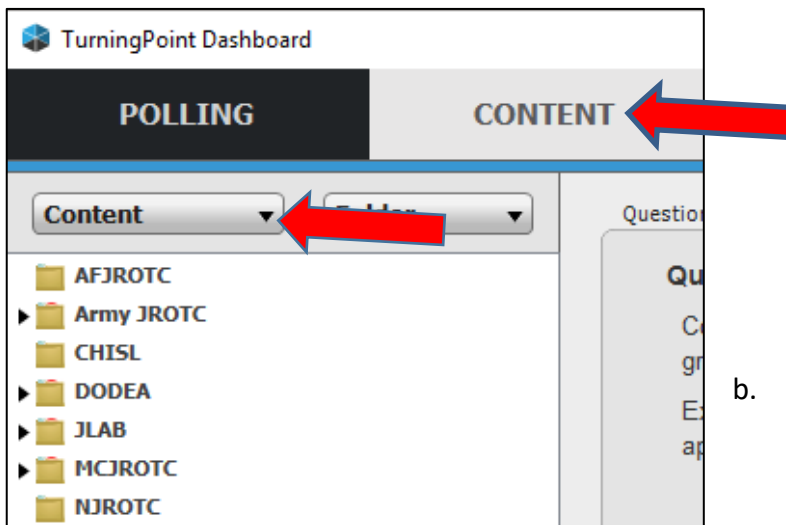
Figure 44: TurningPoint Dashboard – Content Tab

b. Select "CONVERT EXAMVIEW/CPS FILE" from the pull-down menu and the following window will appear. (Fig 45)
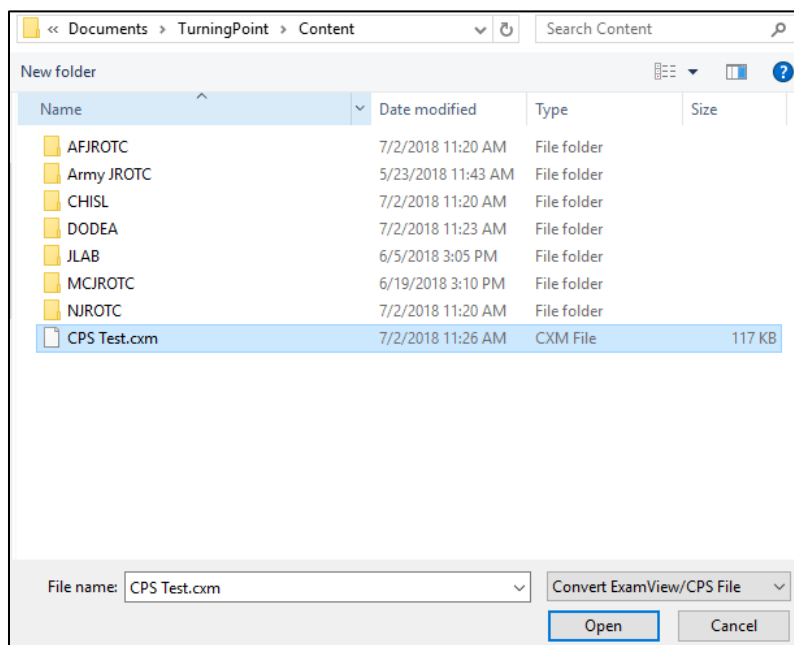
Figure 45: Convert ExamView/CPS Window

c. Select the saved file from CPS with the *.cxm extension and press "OPEN" The conversion process will save your new TurningPoint content with the same file name.

5. Once all of your conversions are complete, you can access each test (now called Question Lists) in the CONTENT folder.

From this point, you can engage the new Question Lists in PPT Polling, Anywhere Polling or Self-Paced Polling.

Chapter 8: Competitions

Competition slides keep track of the participants or teams with the most points and fastest responses. There are several slide types available for competitions.

Objectives – Tasks

❖ Task #1: Team Assignment

❖ Task #2: Participant Leader Board

❖ Task #3: Team Leader Board

❖ Task #4: Team MVP Board

❖ Task #5: Fastest Responders

❖ Task #6: Racing Leader Board

❖ Task #7: Wager

Figure 46: Competitions in TP Ribbon

Task #1: Team Assignment

A team assignment slide contains a question text box, an answer text box that allows for up to 10 answer choices and a chart. The team assignment slide assigns participants to teams for competitions and is also considered a demographic slide.

Team Assignment Slide Preferences: (Fig 47)

Demographic Options
- Demographic Grouping - Categorize the demographic options for easier reporting.
- Use in Competition - The answer options become teams and can be used in team competitions. When unchecked, the slide is no longer considered a Team Assignment slide.
- Save to participant list - The competition information is saved to the current participant list.

Question Options
- Bullet Format - The bullet format for the answer choices can be changed from the dropdown menu.

Polling Options
- Automatically Open Polling - When checked, polling automatically opens when the slide is shown. When unchecked, the slide needs to be advanced to open polling.
- Show Results - When checked, the chart is displayed after polling is closed.
- First Response Only - When checked, TurningPoint Cloud only accepts the first response sent by each participant.

Figure 47: Team Assignment Slide Preferences

TP Benefit #6: TurningPoint's engaging and intuitive gaming functions allow ALL students to participate in clicker games, rather than just one per team. PLUS, the software is smart enough to average all participant's scores in case of uneven teams as well as track speed!

Task #2: Participant Leaderboard

A participant leader board displays the top individual participants ranked by their total points. This slide updates dynamically after each question. Press the tab key on the keyboard to view more participants in the participant list.

Participant Leader Board Slide Preferences:
- Display participant
- Number to Display
- Score Calculation

Participant Leaders

Points	Participant	Points	Participant
20	Aaron, Rodgers		
20	Adam, Sandler		
20	Al, Pacino		
20	Angelina, Jolie		
20	Beyonce, Knowles		
20	Brad, Pitt		
20	Britney, Spears		
20	Cam, Newton		
20	Charlie, Sheen		
20	Cher, .		

Task #3: Team Leaderboard

Team Scores

Points	Team	Points	Team
11.5	Bravo		
10.8	Alpha		
9.7	Charlie		
9.09	Delta		

The **Team Leaderboard** displays teams ranked by their total points. Team scoring works by calculating the point total for all of the participants on a team and then dividing it by the number of participants. The slide updates dynamically after each question. Press the tab key on the keyboard to view more team scores.

Team Leader Board Slide Preferences:
- Number to Display
- Score Calculation
- Include teams with points <1

Task #4: Team MVP

The **Team MVP** board displays the individual participant on each team with the most points. This feature requires the use of a participant list, teams and correct answers. The slide is updated dynamically after each question.

Team MVP Board Slide Preferences:
- Display participant
- Number to Display
- Score Calculation
- Include teams with points <1

Team MVP

Points	Team	Participant
20	Alpha	Lionel, Richie
20	Delta	Meryl, Streep
20	Charlie	Stephen, Curry
20	Bravo	Tom, Cruise

Task #5: Fastest Responders

The fastest responders slide displays the individual participants who responded correctly and fastest to the most recent question. This feature requires a correct response or point value and is updated dynamically after each question. Press the tab key on the keyboard to view more fastest responders.

Fastest Responders Slide Preferences:
- Display correct responders only
- Display participant
- Number to Display

Fastest Responders

Seconds	Participant	Seconds	Participant
0.476	Christina, Aguilera		
0.985	Eric, Clapton		
1.662	David, Letterman		
1.74	Adam, Sandler		
1.789	Dr., Dre		
1.799	Mary-Louise, Parker		
1.806	Matthew, McConaughey		
2.782	Britney, Spears		
2.842	Meryl, Streep		
3.102	Jennifer, Lopez		

Task #6: Racing Leader Board

Team Racing Scores

Alpha	Bravo	Charlie	Delta
10.8	11.5	9.7	9.09
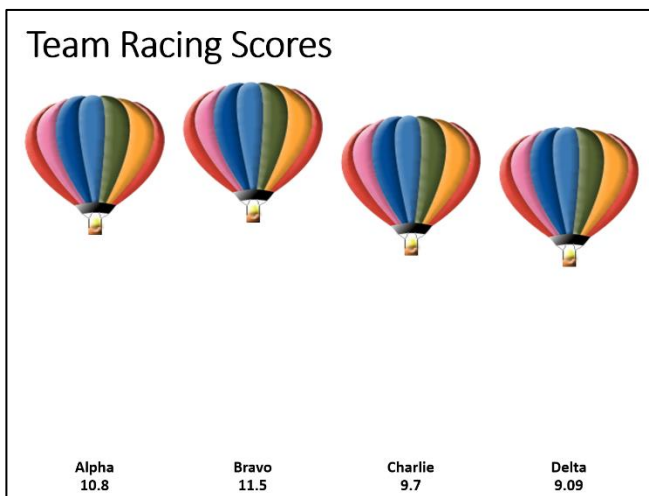
The racing leader board slide presents a visual representation of the team scores. An image to represent the teams is selected in the Slide Preferences Pane. When the slide is advanced, the images move in relation to the number of points earned.

Racing Leader Board Slide Preferences:
- Number to Display
- Score Calculation
- Animated Image
- Animation Speed
- Animation (direction)

Task #7: Wager

The wager slide allows participants to wager a percentage of their points on the next question slide. If the participants fail to correctly answer the question, the amount of points wagered is lost. If the participants successfully answer the question, they are awarded that percentage of points. If there is a correct answer value for the question, participants are also awarded those points in addition to the points wagered.

Wager Slide Preferences:
- Automatically Open Polling
- Bullet Format

What percentage of your current points would you like to wager on the next question?

A. 0%

B. 25%

C. 50%

D. 75%

E. 100%

Chapter 9: Web Polling Content

TurningPoint web allows you to create and manage your courses, connect your Learning Management System, and manage your account profile.

Objectives – Tasks
- ❖ Task #1: Adding a Course
- ❖ Task #2: Content Cards & Folders
- ❖ Task #3: Adding Content
- ❖ Task #4: Question & Content Types
- ❖ Task #5: Managing Content

Task #1: Adding a Course

1. Go to https://account.turningtechnologies.com/ and **Sign In** to your account.
2. From the Courses section, select **Create Course** on the far right.
3. Enter course name in the field provided.
4. Click **Create**.
   - The course is added to Active Courses.
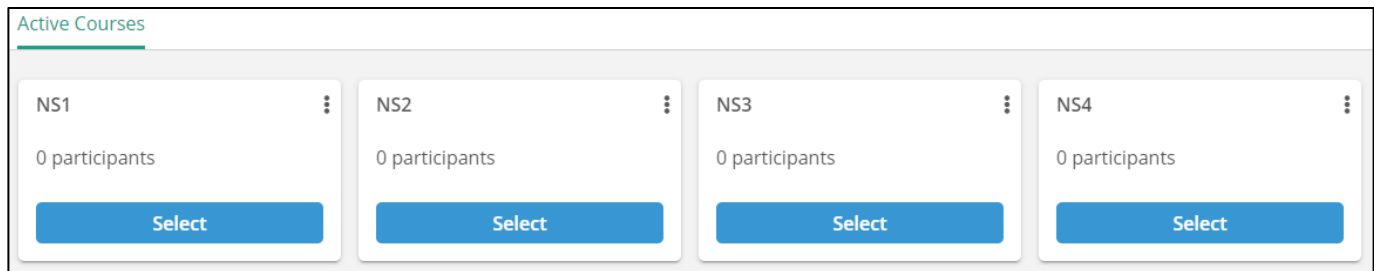
Task #2: Content Cards & Folders

The content tab is where you create and organize your content for any course. Your content is the questions and text slides you create for your web polling sessions.

In this section, you will learn how to successfully create a content card (a list of your created content) and how to organize and manage your content for best use.

Adding a New Content Card

1. Go to https://account.turningtechnologies.com/ and **Sign In** to your account.
2. Select your desired course.
   - The course opens on the **Content** page.
3. Select **Create Content**.
4. Name your content and click **Create**.
   - The **Content Creation** page opens.

Adding a Content Folder

You can add folders to better organize and manage your content. All of your content is visible within any course and you may have a lot of content cards building up on your main Content page. We suggest creating folders and naming them similar to their corresponding course.

1. From the **Content** tab, select **Create Folder**.

2. Enter the folder name in the field provided.

3. Select **Create**.

   - A new folder is created under **My Content**.

4. To **move content** to the folder, select the overflow menu on the content card and select **Move**.

5. Select the destination folder.

6. Select **Move**.
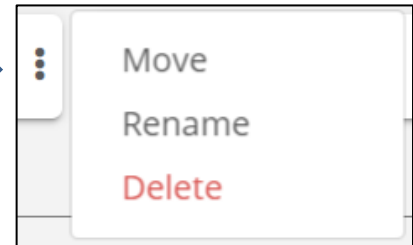
Task #3: Adding Content

1. From the **Content tab**, select **Manage** on a card to add content.

2. Select the arrow with **Create** to choose from **Questions** or **Content** to add.
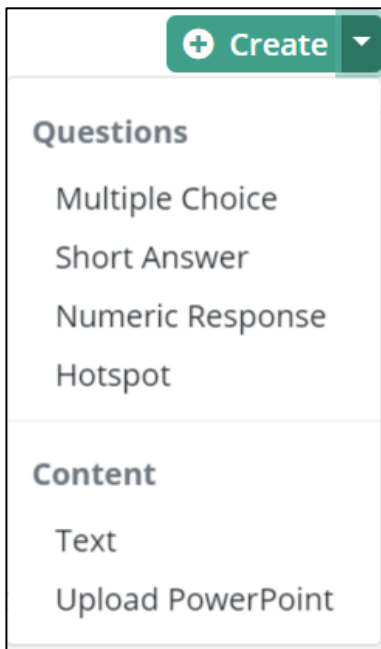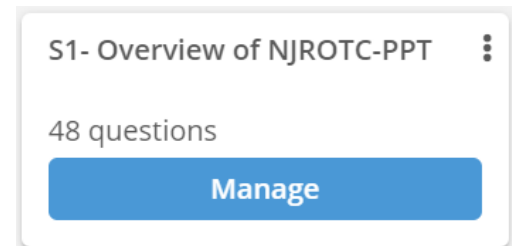
3. Type required textin fields provided.

4. Click **Save**.

NOTE: Once you have started adding content, you can also add content by select **Add +** between content cards.

HTML editor for TurningPoint web content
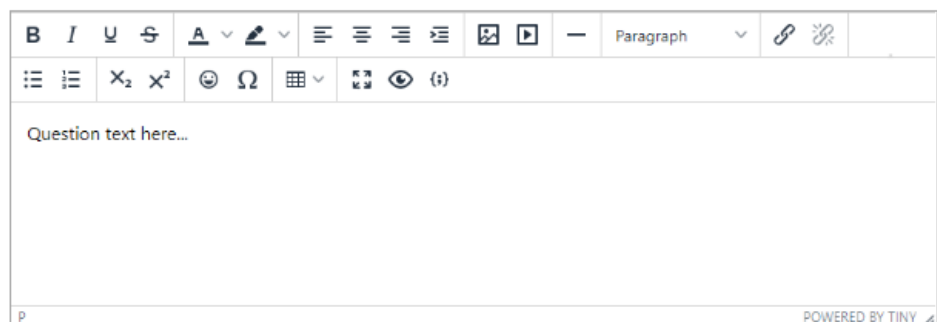
HTML Editor Explained

B *I* U S	The text editor allows you to apply **Bold**, *Italic*, <u>Underline</u>, etc.
A ∨ ✎ ∨	Change the text color or use the highlight tool
≡ ≡ ≡ ≡	Align your text as need or use the tab function
🖼 ▶	Insert and image or video (video support includes YouTube or Vimeo platform only)
—	Need to draw a line? This is your tool.
Paragraph ∨	Adjust paragraph styles for readability of content
🔗 ✂	Insert, or break a link
☰ ☷	Use bullets or numbering to cover all your points
X₂ X²	Subscript and superscript is also available
☺ Ω	Show your fun side with emoticons or special characters
▦ ∨	Add a table just like this one!
⛶ 👁 {;}	Expand your view, preview, or add codeblock

Task #4: Question & Content Types

Multiple Choice

A multiple choice question includes question input field and fields for two answer choices. Click Add or push Shift on your keyboard for additional answer choices. You can have up to 10.

Options

- **Anonymous**: Toggle on to ask an anonymous polling question
- **Points**: Enter a point value for scoring
- **Allow for multiple responses**: Toggle between requiring a single value or a range of numbers as a response

Short Answer

A short answer question includes a question input field and an input field for answer choice. Answer choices for short answer must be separated by a comma, semicolon, colon, or hard return. You can also enforce capitalization from the Options pane.

Options

- **Anonymous**: Toggle on to ask an anonymous polling question
- **Points**: Enter a point value for scoring
- **Enforce Capitalization**: Require answers include correct capitalization

Numeric Response

A numeric response question includes a question input field and an input field for the numeric response.

Options

- **Anonymous**: Toggle on to ask an anonymous polling question
- **Points**: Enter a point value for scoring
- **Answer Type**: Choose between **Value** or **Range**

Hotspot

A hotspot question type includes a question input field and a place to input an image. Choose your image and add the hotspot.

1. Select **Choose Image** and locate the image you want to use for the Hotspot question.
2. Select **Add Hotspot** to create a correct answer area(s) on the image.

Options

- **Anonymous**: Toggle on to ask an anonymous polling question
- **Points**: Enter a point value for scoring

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Text Content

Text content allows you to present non-question content within your presentation. Not only can you use text, but you can also upload images and stream videos.
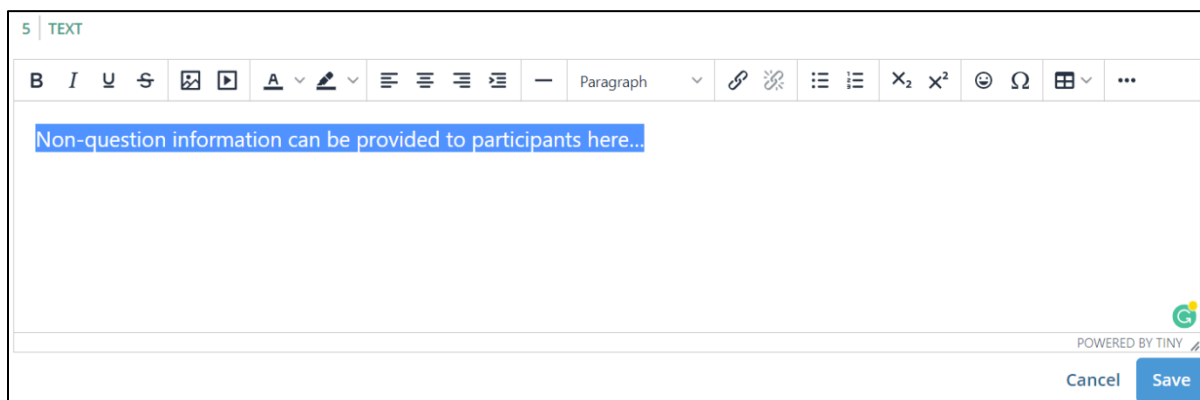
Upload PowerPoint

You can upload a PowerPoint presentations to be converted as an image to display during live and scheduled sessions. File size is limited to 99 MB.
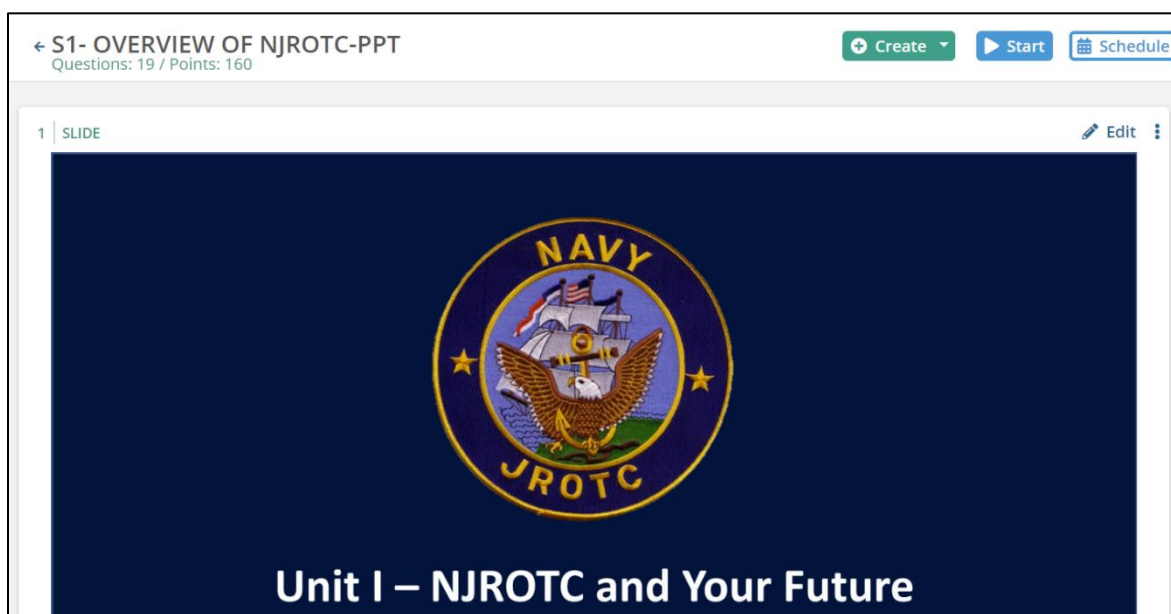
Task #5: Managing Content

Once you have created content, you can manage each piece individually from the content tab.

From the **Content tab**, select **Manage** on the desired content card.

- Select **Create** to add questions or content.
- Select **Start** to begin a live polling session.
- Select **Schedule** to schedule a session for a set time (i.e. survey, homework, assessment).
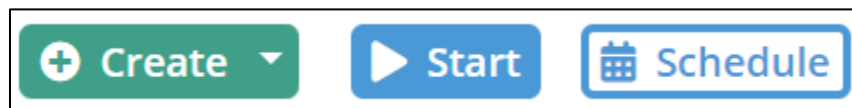
Appendix 1: How to Register for a Turning Account

1. You will receive an email to your **MCJROTC email** from Turning Technologies to create an account.

   ➢ If you do NOT receive it, check your SPAM folder. If it is not there, send an email (from your MCJROTC account) to Andy Bennetts: andy@intlrn.com.

2. Click on the **activation link** to set up your account to enter your account information and set a password.

Welcome to TurningPoint. Follow the link below to verify your email address and complete your account set up. It's that easy!

https://account.turningtechnologies.com/account/user/create?token=da06527c-e916-4ede-bcc6-4621e2908ab1

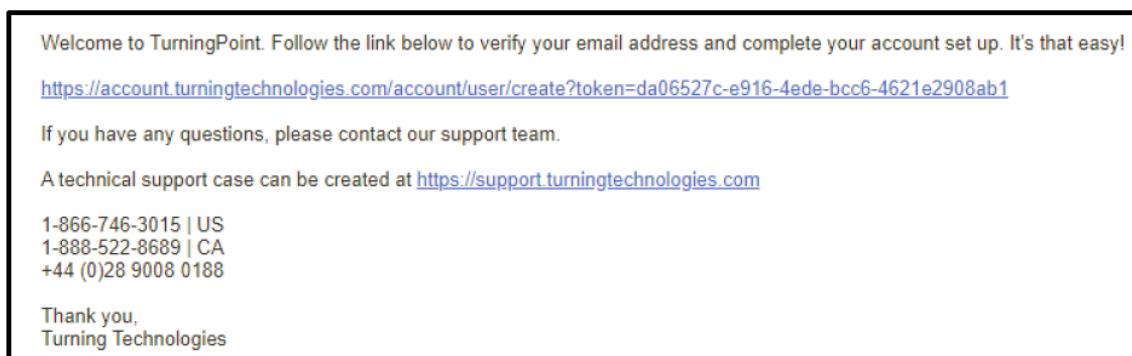If you have any questions, please contact our support team.

A technical support case can be created at https://support.turningtechnologies.com

1-866-746-3015 | US
1-888-522-8689 | CA
+44 (0)28 9008 0188

Thank you,
Turning Technologies

3. Complete the form and agree to the EULA. Click **Submit**.

4. Click **Finish**. The instructor portal on the web opens.

5. Your Turning Account is now setup! **Close out of your browser and proceed to the next step**.

   ➢ **You do not need to return to this website to access or run TurningPoint.**

6. Follow the steps outlined in **CH 1 Task 1 – Launch & Log into TurningPoint** on pg. 13.

www.tinyurl.com/MCJROTC-Training

Appendix 2: How to Use a Mac with TurningPoint

TurningPoint **DOES** have a Mac version, however before you plug in your RF+ receiver and go download the software, please read through this section. This appendix will provide all the information you need the setup the software and access your MCJROTC Curriculum from a Mac, understand the differences between the PC and Mac version, and (most importantly) how to engage MCJROTC PPT lessons from your Mac.

STEP ONE: INSTALL & SETUP

1. Download and install the Mac version of TurningPoint-
    https://www.turningtechnologies.com/downloads/turningpoint-desktop/

2. Create a folder on your Desktop titled "MCJROTC" (or something like that).

3. Plug your Turning RF+ receiver into your Mac.

4. Copy the **Content folder** from your receiver into the new folder.

5. Launch the newly installed TurningPoint application. (identical to PC – pg. 13)

6. Once logged in, click the Cog in the lower right of the dashboard.

7. From the middle of the pop-up screen, click Browse next to Default Save Location.

8. In the search window, navigate to your Desktop, select the MCJROTC folder, & click Open.
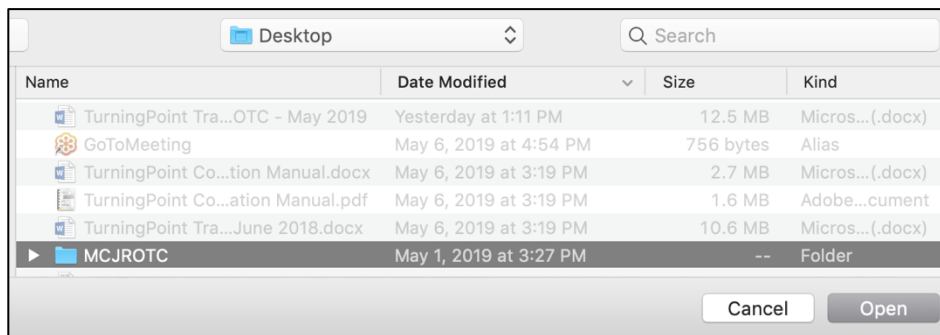
9. Close the Preferences window.

10. You should now see all your MCJROTC lessons in the Content window of the Dashboard.

STEP TWO: ENGAGING PPT POLLING ON A MAC

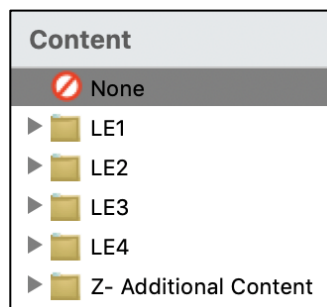The vast majority of the interface and functions of TurningPoint are identical to software on a PC. The major differences come into the PPT Polling application. The following section highlights how to engage PPT Polling on a Mac.

1. Steps 1-6 of running PPT Polling remain the same. (see pgs. 28-30)
2. Once PPT Polling has been selected, you may see a pop-up screen asking to **Grant File Access**. Click **Select**, then **Grant Access** to open the file.
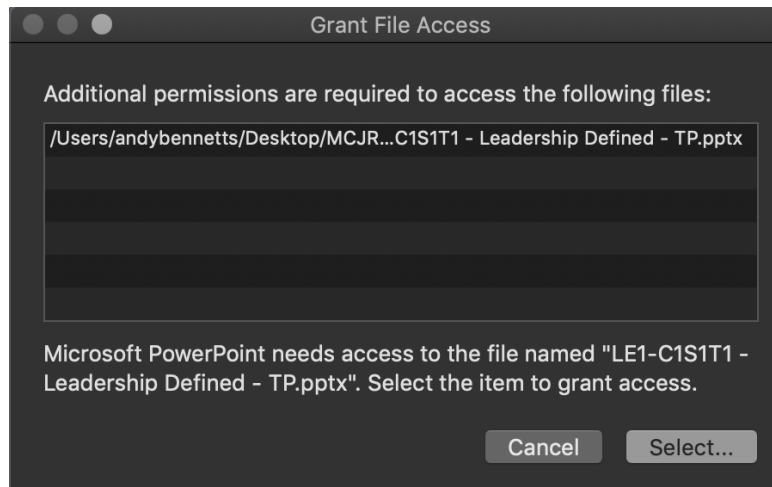
3. Next, you will notice that TurningPoint resides in a floating toolbar, rather than a built-in one like the PC version. All the buttons are there, just in a different format.
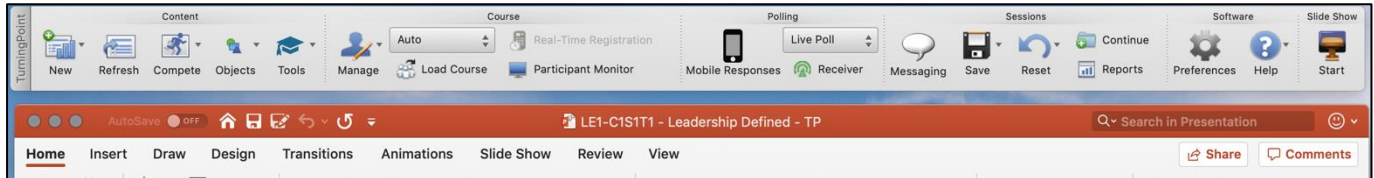
4. **Reset Polling:** Click the **Reset button** from the floating toolbar and select **Session**.
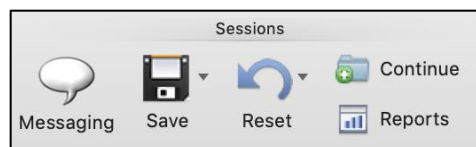
5. **Run Presentation:** This process also differs from PC. Instead of starting your slideshow by pressing F5 or clicking the Start Slideshow button, you <u>must</u> click the **Start button** on the floating toolbar.
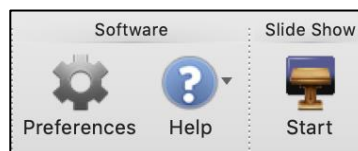
6. Next, you will see a pop-up asking to **Hide Unsupported Slides.** It's best to click **Yes** on the first pop-up. This occurs because the PPT files were originally developed in and for PC. The term

"Hide" is a little misleading. You will still **see** the slide; you just won't have the TurningPoint functionality. In most cases, this is caused by a chart missing on Text Entry questions, which works in PC, but not in Mac.

  a. **NOTE:** TurningPoint for Mac DOES allow for text entry questions, but because these PPTs were developed in and for PC, you will have to recreate them if you want these questions in the PPT. Sorry! ☹

Hide Unsupported Slides
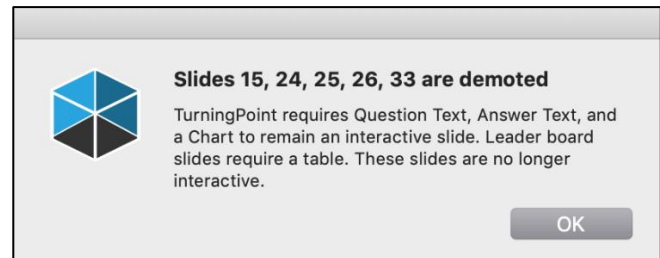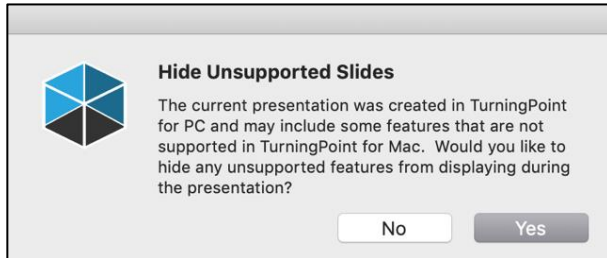The current presentation was created in TurningPoint for PC and may include some features that are not supported in TurningPoint for Mac. Would you like to hide any unsupported features from displaying during the presentation?

No   Yes

Slides 15, 24, 25, 26, 33 are demoted
TurningPoint requires Question Text, Answer Text, and a Chart to remain an interactive slide. Leader board slides require a table. These slides are no longer interactive.

OK

7. Once in the slideshow, you will see a new **PPT Showbar**. Unlike the PC version, it is locked in position. You can click the button on the far left to minimize it, however. The **red Polling Closed** button will display on all non-question slides or after polling has been stopped.

Responses 0   Polling Closed

8. Here you see the Showbar on a question slide. Notice that the button on the far right is green and says **Polling Open**. You can also see the number of responses increase as students respond. When polling is complete, click the red **Stop button** on the left to close polling. The chart will automatically appear.

Responses 2   Polling Open

9. Another unfortunate change when engaging PPTs created with and for PCs is the charts will not be formatted correctly when engaged on a Mac.
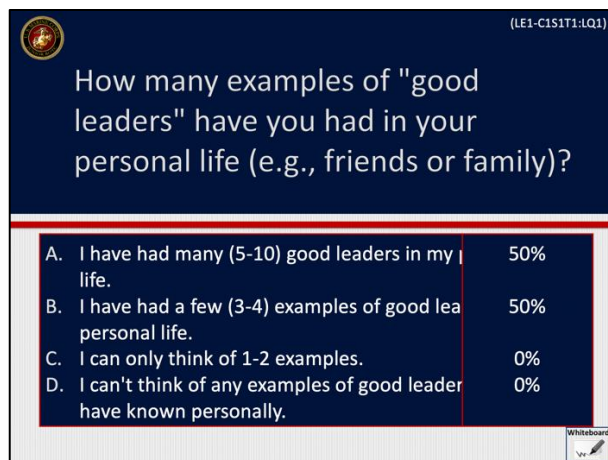
10. **Saving Sessions** & **Accessing Reports** are identical to the PC version.

If you can live with those concessions, then you can begin using TurningPoint for Mac with your MCJROTC content. Remember, you can always edit the PPTs as you go through and fix these issues. Best of luck!

Appendix 3: Taking Attendance with TurningPoint

TurningPoint offers an attendance feature within PowerPoint and Anywhere Polling. However, it is worth mentioning that just answering questions in those environments will mark a student as present.

Taking Attendance in PowerPoint Polling

IMPORTANT: It is not necessary for the presentation to contain TurningPoint polling slides, however the TurningPoint add-in must be open in PowerPoint to use the attendance poll.

NOTE: Attendance can be polled multiple times throughout the session.

1. From the TurningPoint Dashboard, click PPT Polling.
2. From PowerPoint, begin your slideshow.

2. From a polling slide, click 👆 on the showbar. The Attendance feature is available only when polling is closed.

NOTE: The TurningPoint showbar is automatically displayed on polling slides.

Alternatively, from a non-polling slide, press **CTRL + 8** simultaneously on your keyboard to display the showbar and click 👆 on the showbar.

The *Attendance Poll* window appears.

3. Instruct the students to press any number on their clicker or TurningPoint App device.

NOTE: Device IDs are displayed if not listed in the course or if a course is not loaded.

4. Click **Present** to display the names or Device IDs of participants in attendance. Alternatively, click **Absent** to display the names of participants who are not in attendance.

5. When you are finished taking attendance, click **Close Polling**.
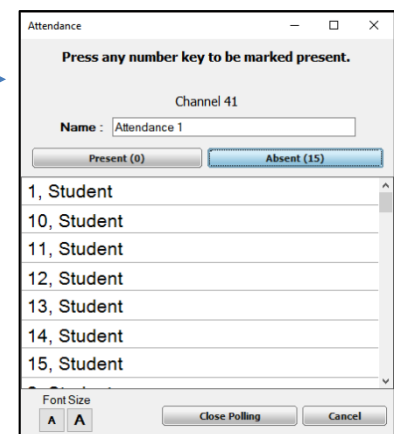
Taking Attendance in Anywhere Polling

1. From the TurningPoint Dashboard, open Anywhere Polling.
2. From the Anywhere Polling showbar, click the **Quick Poll Menu** and select **Attendance**.

NOTE: The Attendance feature is only available when polling is closed.

The *Attendance Poll* window appears.

3. Instruct the participants to press any number on their clicker or TurningPoint App device.

NOTE: Device IDs are displayed if not listed in the course or if a course is not loaded.

4. Click **Present** to display the names or Device IDs of participants in attendance. Alternatively, click **Absent** to display the names of participants who are not in attendance.

5. When you are finished taking attendance, click **Close Polling**.

NOTE: Attendance can be polled multiple times throughout the session.

Appendix 4: How to Replace 'No-Install' TurningPoint Software

This document provides the steps needed to replace all of the files and folders associated with the TurningPoint PC No-Install software on your MCJROTC Curriculum drive.

IMPORTANT: Only complete these steps if TurningPoint is not functioning correctly (not updating, not launching, etc.) or as directed by your Turning Technologies' representative or Andy Bennetts.

1. Plug your MCJROTC Turning RF+ receiver into the computer.

2. Delete **ONLY** the following files and folders from that drive!

3. Go to https://account.turningtechnologies.com/account/ and login to your Turning Account.

4. Click the Downloads button in the upper right.

5. Select TurningPoint desktop (PC No Install).

6. Once downloaded, open and unzip the file (probably in your Downloads folder).
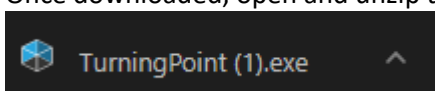
7. Once unzipped, copy & paste, or drag & drop the files and folders from the unzipped folder onto your JROTC thumb drive root directory.
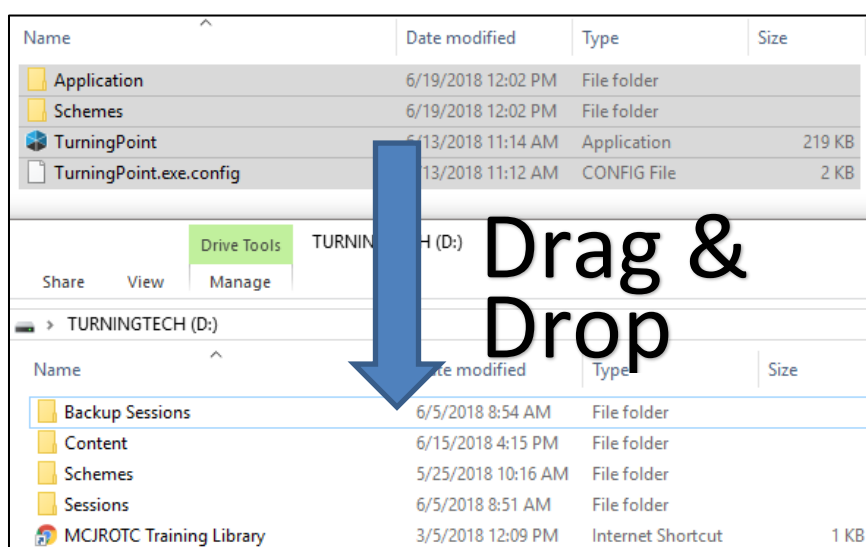
8. Launch and log into TurningPoint from the receiver to confirm that the software is functional.

Appendix 5: QT2 Quick Start Guide

QT2 Quick Start Guide Presentation Mode

The QT2 is an audience response device used when a presenter wants to gather immediate feedback from the audience.
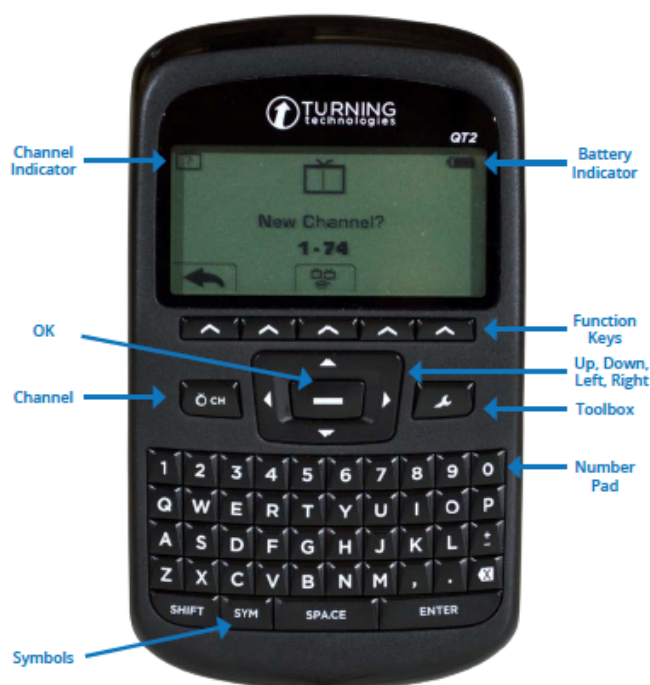

THE TOOLBOX

Send Message – Send a message to the presenter. The presenter is unable to respond via the same method.
NOTE: The presenter may have this feature disabled in the software. If disabled, you will see "Not Open" when trying to send a message.

**Your ID** – Assigns an alphanumeric identification to device.

Settings – Press the function key below OK to open the settings and use the arrow keys to scroll through the options. The settings contain:

- **Device Info** – Displays the Device ID.
- **Contrast** – Press the left/right arrows to adjust the contrast of the objects. Press OK to save.
- **Brightness** – Press the left/right arrows to adjust the backlight luminosity of the LCD display and the keypad on the QT2. Press OK to save.

EXAMPLE SCREENS

Single Response – Single Response questions are multiple choice questions, where only one answer is selected. Once the selection has been made, the response is sent to the presenter.
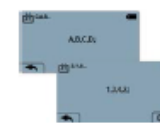
Multiple Response – Multiple Response questions have more than one possible answer. Use the number pad to enter your answer choices and then press OK to transmit your answer choices. Your response may be alpha or numeric.
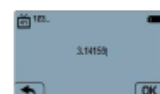
Numeric Response – Numeric Response questions require a numeric value to be entered. Use the number pad to enter your answer and press OK to submit your answer choice.

Essay and Short Answer – Essay and Short Answer questions require a text response. Once the text has been entered, press OK to transmit your answer.choice.

Invalid Response – If you see this screen after sending a response, it means that the response was invalid. For example, answer options are A – D, and you submitted E as your answer choice.

Incorrect Channel – This screen is to alert you that the QT2 is not on the correct channel or that the device is unable to communicate with the receiver.

Polling Closed – This screen indicates that polling is closed and answers are not being accepted.

CHANGING THE CHANNEL

Use the steps below to manually set the channel or use the Find Channels function to find a receiver within range.
WARNING: If the lock symbol appears next to the channel number, the channel cannot be changed.

1. Press the Channel button.
2. Use the number pad to enter the new channel number.
3. Once the channel number has been entered, press OK.

FIND CHANNELS

Use the steps below to find a receiver within range.
1. Press the Channel button.
2. Press the middle function key below
   The QT2 scans for receiver(s) within range.
3. Use the arrows to scroll through available channels.
4. Press OK to select the channel.

RESPONDING

During the presentation, the QT2 prompts you to enter the proper response type. An indicator appears in the top left side of the screen for special question types.

123.. Numeric Response question

3,1,2.. Multiple Response question with numeric answer values

C,A,B.. Multiple Response question with alpha answer values

txt Short Answer and Essay question

When sending a response or when a response is successfully received, an icon appears at the bottom center of the screen. The following are graphic representations of these icons:

The response is being sent.

The response was sent successfully.

QT2 Quick Start Guide Test Mode

THE TOOLBOX

Go to Question - Select a specific question. Use the number pad to enter a question number and press the function key below OK.

Skipped Question - View the next unanswered question.

Test Info - Displays the test name, version (if applicable) and number of questions.

Settings - Press the function key below OK to open the settings and use the right or left arrow keys to scroll through the options. The settings contain:

- **Device Info** - Displays the Device ID.
- **Contrast** - Press the left/right arrows to adjust the contrast of the objects. Press OK to save.
- **Brightness** - Press the left/right arrows to adjust the backlight luminosity of the LCD display and the keypad on the QT2. Press OK to save.

Exit Test - Exits a test. Unanswered questions are displayed.

- **Go Back Arrow** - Return to Toolbox.
- **Delete Test** - Delete the test.
- **Send Test** - Send the test to the host computer.

Send Message - Send a message to the presenter. The presenter is unable to respond via the same method.

CHANGING THE CHANNEL

Before logging into a test, the QT2 needs to be on the same channel as the receiver.

1. Press the Channel button.
2. Use the number pad to enter the new channel number.
3. Once the channel number has been entered, press OK.

LOGGING INTO A TEST

1. Press a button on the QT2 to "wake up" the device.
2. The Welcome Screen is displayed followed by the Battery Indicator Screen.
3. You may be prompted for Your ID.
   a. Press the Backspace key to clear the information displayed.
   b. Enter Your ID.
   c. Press OK.
4. You may be prompted for Test Version.
   a. Locate the Test Version number on the paper test.
   b. Use the number pad to enter the Test Version.
   c. Press OK.
5. The test name, version number (if applicable) and question count are displayed.
6. If the information displayed in the previous step is correct, press OK. If the information is incorrect, press the back button (left function key). Verify that the QT2 is on the correct channel and begin the process from step 1.

   You are now in Test Mode.

TAKING A TEST

Single Response - Press the function key below your answer choice. Up to five answer choices will be visible on the QT2. Press the up/down arrows to view more choices. Answer choices can be alpha or numeric.

Multiple Response - Use the number pad to enter your answer choices and then press OK once you have made your selection. Answer choices can be alpha or numeric. yourselection.
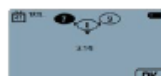
Numeric Response - Enter the response using the number pad, press OK once you have made your selection.

Short Answer/Essay - Use the keyboard to enter the answer text and press OK once you have made your selection. The available number of remaining characters is indicated in the upper right of the screen.

True or False - Press the function key below your answer.

NAVIGATING THROUGH QUESTIONS

Scrolling Through Questions
1. Use the left and right arrows to scroll back or forward through the question rolodex.

Go To a Specific Question
1. Press the Toolbox key.
2. Select the Go to Question icon and press Enter.
3. Use the number pad to enter the question number.
4. Press the Enter button.

SENDING A TEST

Use the Toolbox to send your test. To send your test follow the steps below:
NOTE: When answering the last question of the test, you will receive a message that the test is complete or incomplete. If you receive this message, skip to step 3.

1. Press the Toolbox key.
2. Use the arrow keys to highlight the Exit Test icon and press Enter.
3. A message is displayed that the test is complete or incomplete.
TIP: Press the function key below the Go Back Arrow twice to return to the test to complete any unanswered questions and review your answers.
4. Press the function key below Send Test to send the test.
5. A message is displayed to confirm that you would like to send the test.
6. Press the function key below OK.
   The test is saved and sent to the host computer.