TurningPoint Training Manual
for CHISL Curriculum
Updated September 2017

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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.

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

4 Select Course List (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).

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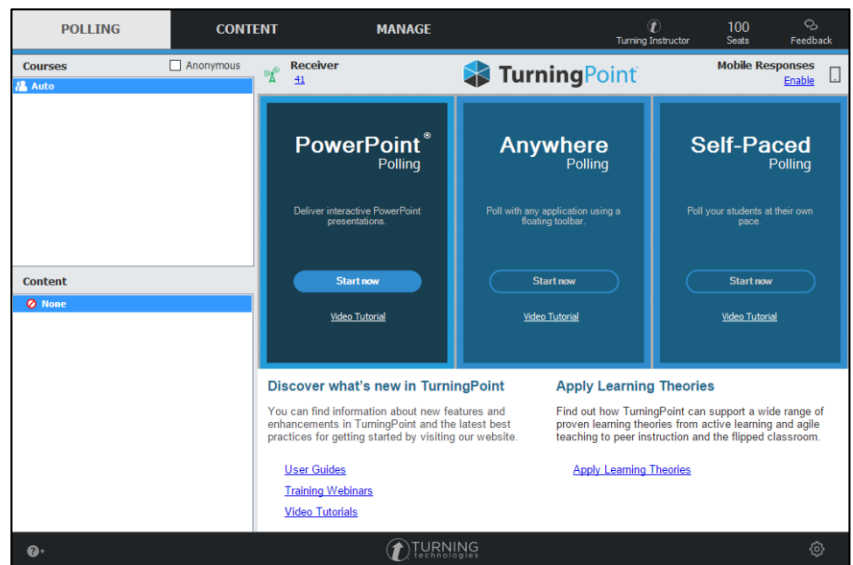
Anywhere Polling

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.

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

4   Select Course List (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).

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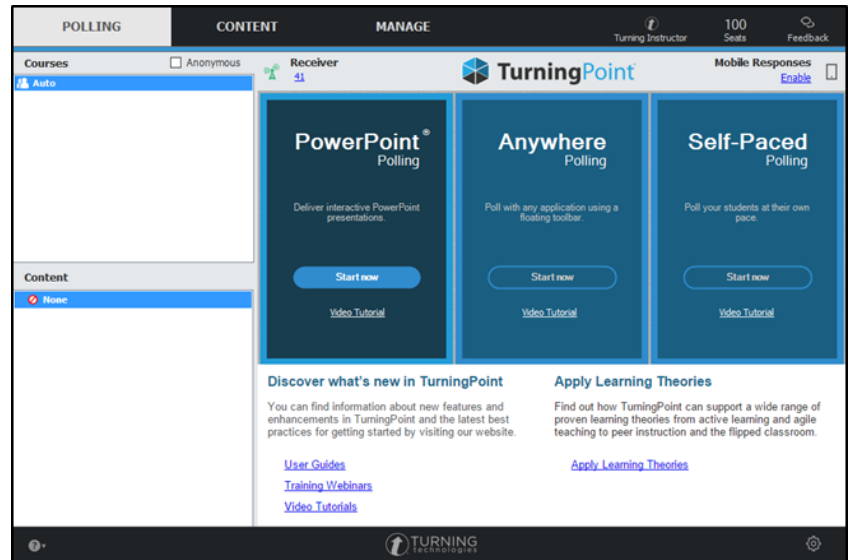
Self-Paced Polling

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.

3   Select Course List (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).

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Training and Support Resources

Resources and Contacts:

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

1. **Turning Technologies Technical Support: 866-746-3015** (M-F; 8am-9pm EST)
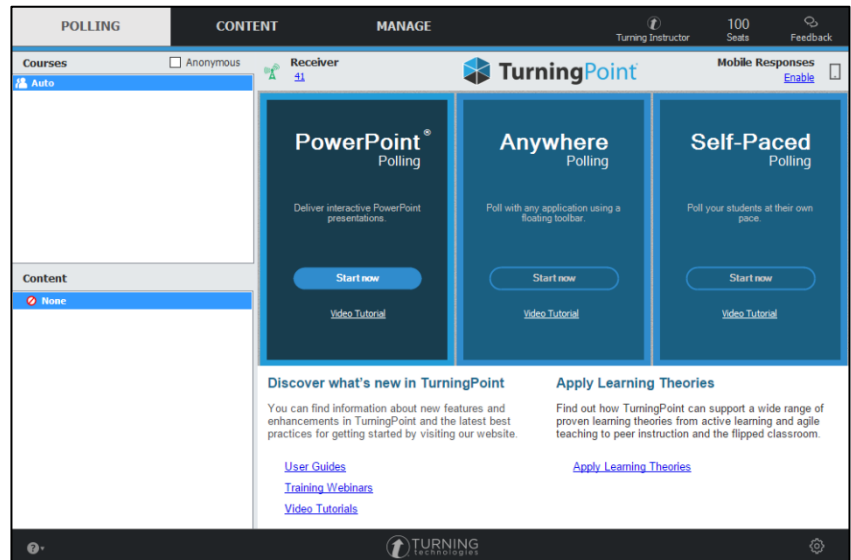
   Technical support is available via phone, online chat or email. All can be accessed from the Turning Technologies homepage: http://www.turningtechnologies.com. Click **Support** and select from the listed options. You can also email Tech Support at: support@turningtechnologies.com.

2. **CHISL Curriculum & Technology Support Team**

   In addition to Turning Technologies' technical support team, you also have a dedicated **CHISL Curriculum & Technology 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.

Dr. Donna Rice CHISL Curriculum (for CHISL curriculum & program-specific questions) 757-871-1336 donnauga@gmail.com	**Tamara Williams** CHISL Sales & Logistics (for sales and replacement questions) 303.988.2577 tamara@INTLRN.com	**Andy Bennetts** CHISL Training & Technology (for CHISL training and any other questions regarding sales, support or service) 970-564-3284 andy@INTLRN.com

3. **Training Resources**

   - **TurningPoint Resources**

     1. **TurningPoint Download**

        o Download the most current version of TurningPoint here:
        https://www.turningtechnologies.com/downloads

     2. **TurningPoint Support & Training Resources:**

        o **https://www.turningtechnologies.com** - Click on **Support**

   - **CHISL Curriculum Specific Training Resources**

     o This training manual, designed specifically for CHISL Instructors, is the best place to start!
     o **CHISL Training Library** – **www.tinyurl.com/CHISL-Training**

        ▪ Direct Link: **https://www.screencast.com/t/tHLTmqvux0dK**

TURNING technologies

Chapter 1: TurningPoint Basics

Welcome to TurningPoint!

TurningPoint combines seamless polling with PowerPoint® (PowerPoint Polling), over 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: Create and Activate your Turning Account
- ❖ Task #2: Install TurningPoint software
- ❖ Task #3: Install CHISL Curriculum
- ❖ Task #4: Launch & Log into TurningPoint
- ❖ Task #5: TurningPoint Dashboard
- ❖ Task #6: Locate and Open the CHISL Curriculum
- ❖ Task #7a: Hardware Setup – QT2
- ❖ Task #7b: Hardware Setup – PresenterCard
- ❖ Task #7c: Hardware Setup – Mobile Devices

Task #1: Create and Activate your Turning Account

1. Upon completion of your CHISL order, you should receive an email from Turning Technologies to create your Turning Account. (pictured below).
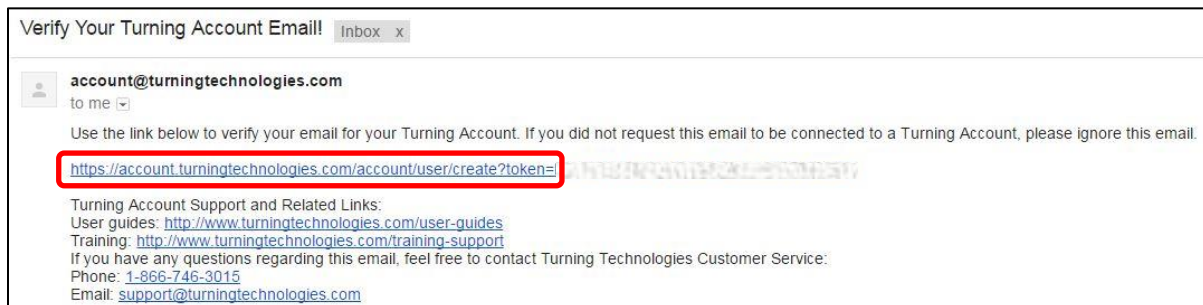
- ➢ If you do NOT receive it, check your SPAM folder.
- ➢ If you still can't find it, send an email to Tamara Williams: tamara@intlrn.com

2. Click on the **activation link** to setup your Turning Account and password.
3. Fill out your personal information, agree to the EULA. Click **Submit**.

4. You **DO NOT** need to input any license codes or device IDs. Click **Finish**.

5. Your Turning Account is now setup!
    ➢ **You do not need to return to this website to access or run TurningPoint.**

6. Close out of your browser and proceed to the next step.

Task #2: Install TurningPoint Software

1. Go to www.turningtechnologies.com and click **Downloads**.
2. Download the most current version of TurningPoint (v8.2.3 as of the writing of this manual)
    a. **IMPORTANT**: **DO NOT** select any version prior to v8; NO TurningPoint Cloud!

| Download Options	Release Date	Version	Size(MB)	Notes	Download
TurningPoint Cloud (Mac)	03/14/2017	7.5.5.3	116.00	🔴	download
TurningPoint Cloud (PC Install)	04/12/2017	7.5.8	151.50	🔴	download
TurningPoint Cloud (PC No Install)	04/12/2017	7.5.8	115.40	🔴	download
TurningPoint Desktop (Mac)	08/03/2017	8.2.1	121.60	🔴	download
TurningPoint Desktop (PC Install)	08/23/2017	8.2.3	151.00	🔴	download
TurningPoint Desktop (PC No Install)	08/23/2017	8.2.3	114.90	🔴	download

3. Fill out the requested information, agree to the EULA and Terms of Use. Click **Finish**.
4. Click the **orange Download button** and follow directions to Save to your Computer.
5. Once downloaded, **Install TurningPoint** to your computer.

Task #3: Install CHISL Curriculum

1. Insert the "CHISL Curriculum – July 2017" DVD into your PC computer.

2. Open the "CHISL Curriculum – July 2017" folder.

3. Double-click the "CHISL Curriculum – July 2017" file.

4. Follow the on-screen directions to install.
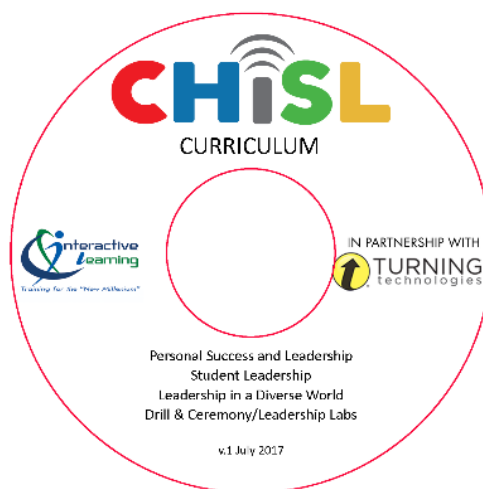
All curriculum files are located in the "**CHiSL Curriculum**" folder on your **C: drive**.
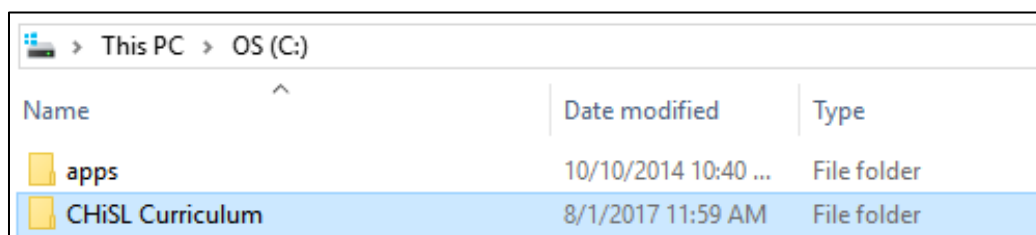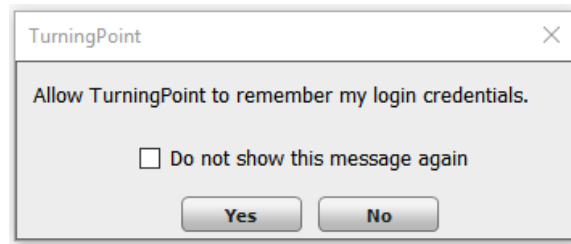

Task #4: Launch & Log into TurningPoint

1. Launch **TurningPoint** from your Desktop.

2. Select the appropriate **Region**. Click **Connect**.

3. Click **Sign In.**

4. Enter the **email** and **password** you used to create your Turning Account. Click **Sign In**.
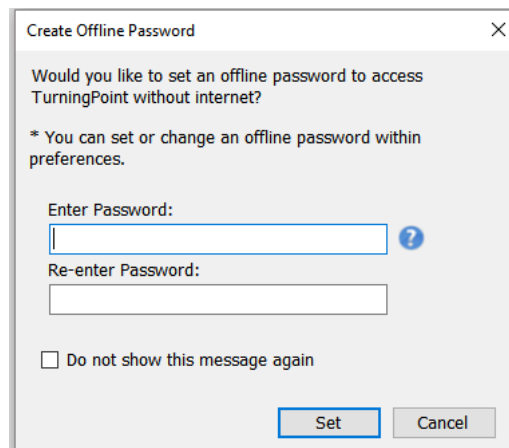
5. Choose whether you want TurningPoint to **remember your login credentials** or not.
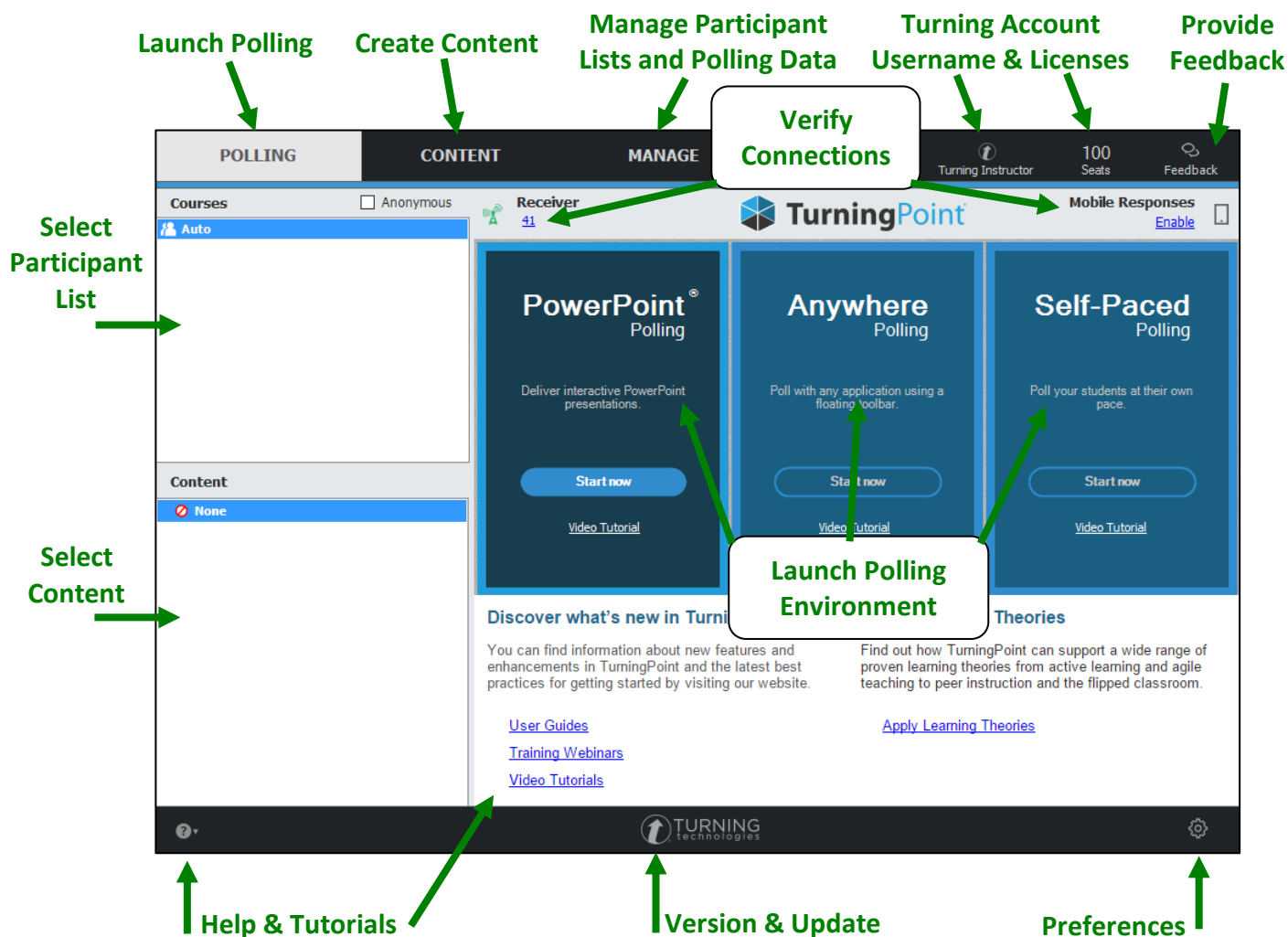

6. **IMPORTANT:** Create an Offline Password!

   ➢ The Offline Password merely serves as a backup, should your computer lose internet connectivity. Setting your Offline Password from the onset will ensure that you will be able to utilize TurningPoint at any time!

   ➢ We recommend using the same password.

Task #5: TurningPoint Dashboard

TurningPoint Dashboard

Launch Polling   **Create Content**   **Manage Participant Lists and Polling Data**   **Turning Account Username & Licenses**   **Provide Feedback**

Verify Connections

Select Participant List

Select Content

Launch Polling Environment

**Help & Tutorials**   **Version & Update**   **Preferences**

Task #6: Locate and Open the CHISL Curriculum

By modifying the folder structure of the CHISL Curriculum, you can launch lessons **directly** from TurningPoint. This is NOT required, but you may find it simpler. Those steps are spelled out below, OR you can watch this video and skip to the final section "CHiSL Content in TurningPoint" - **http://www.screencast.com/t/NxxlRyfdurY**

1. Once installed, open the CHiSL Curriculum folder at "**C:/CHiSL Curriculum**" on your computer.
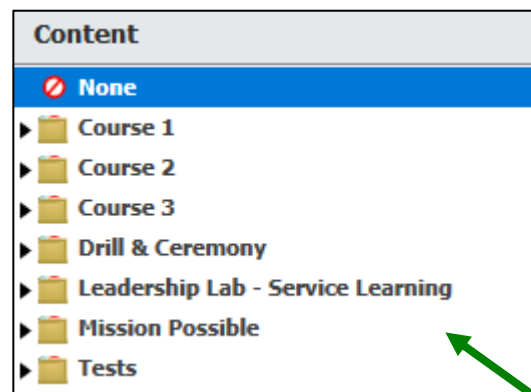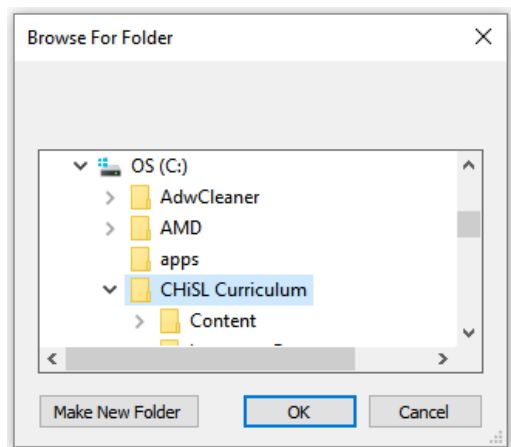2. Create a **New Folder** titled "**Content**."

3. Move all but three folders/files INTO the Content folder (Content, Instructor Resources and CHISL Training)
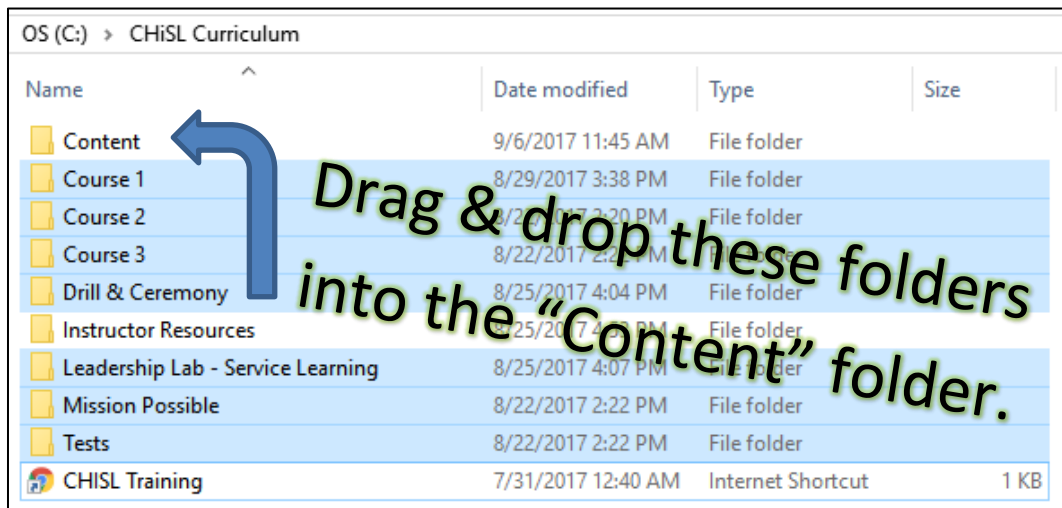
4. From the TurningPoint Dashboard, click on the Preferences cog. (lower right)
5. Click the button to the right of **Default Save Location**.
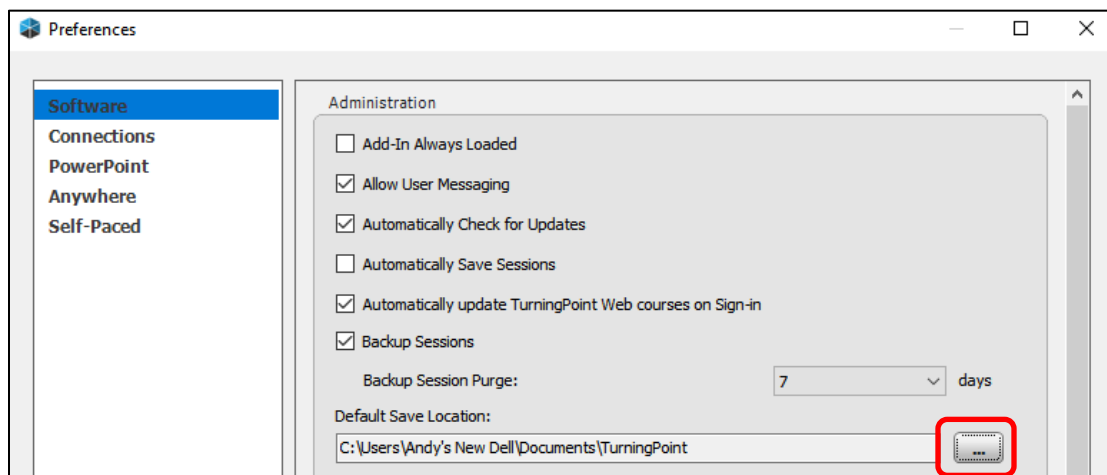
6. Locate & select the CHiSL Curriculum folder on your C: drive. Click **OK**.

7. Click **Close**.   8. The CHISL Curriculum now shows in the **Content** window.

Task #7: Hardware Setup

By default, the receiver and ResponseCards are set to Channel 41. **If you are the only TurningPoint user within a 200-foot 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. The **QT2 Devices must be set to the same channel as the receiver.**

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**.
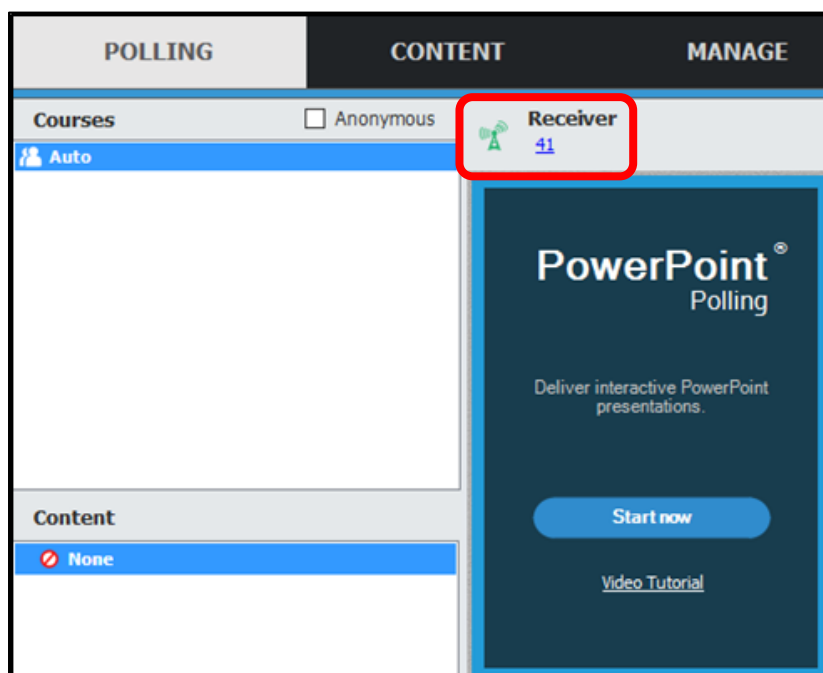
IMPORTANT: If you do not see a number under Receiver, update Device Manager to v7.7 or open Device Manager and ensure that the "Scan for ResponseCard Devices" box is unchecked in the Preferences. Once unchecked, restart TurningPoint. Download available at:

https://www.turningtechnologies.com/downloads → ExamView → Device Manager PC
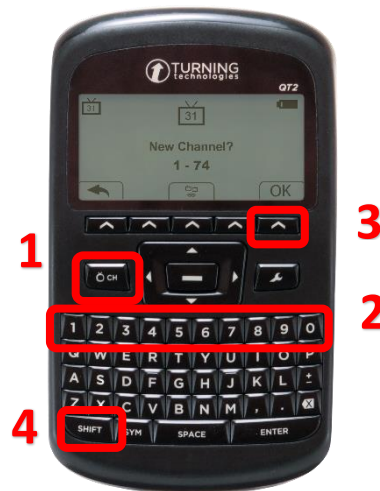
4. Select a new channel (1 - 74 for QT2) from the *Receiver* drop-down menu.
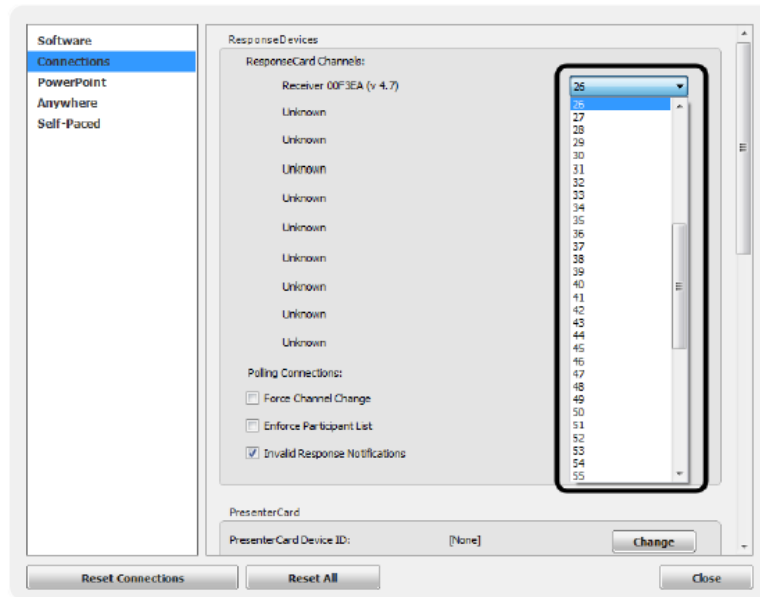
5. Click **Close**.

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)
    - **HINT:** The above sequence must be done quickly, within approx. 3 seconds!
    - "Unlocked" cards will only have the Channel # in the upper left corner of the LCD.
    - "Locked" cards will have a small lock icon next to the Channel #.

PresenterCard

PresenterCard is a wonderfully useful and simple tool that gives instructors the freedom of controlling their PPT presentation 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*.
   o 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*.
   o The *Pair PresenterCard* window opens.
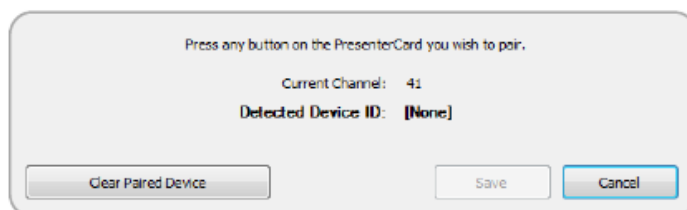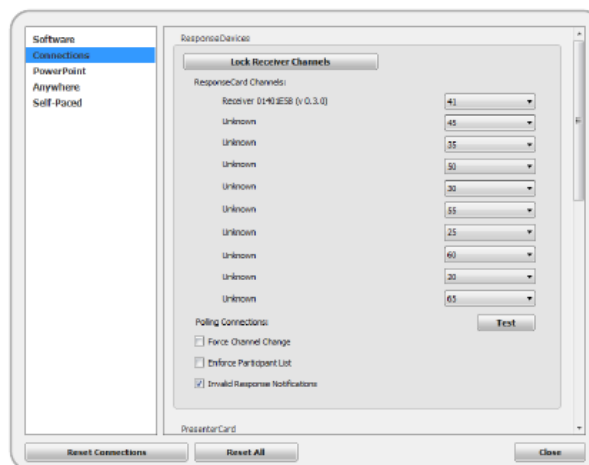
5. Press any **button** on the PresenterCard.
   o The Device ID of the PresenterCard is displayed next to Detected Device ID.
6. Click **Save**.

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

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**.
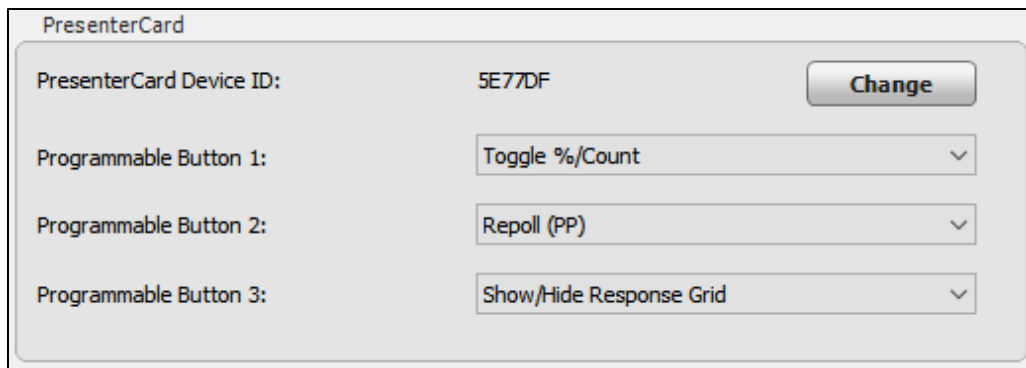
3. Select **Connections** from the left navigation pane.
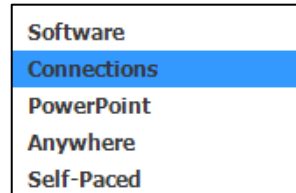
4. Scroll to **PresenterCard** in the right navigation pane.

Software
Connections
PowerPoint
Anywhere
Self-Paced

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

   a. **RECOMMENDED SETTINGS BELOW**

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.

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Enabling Mobile Device Responses

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 do not use TurningPoint Mobile, 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. Click **Enable** in the upper right corner of the TurningPoint 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 CHISL 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.
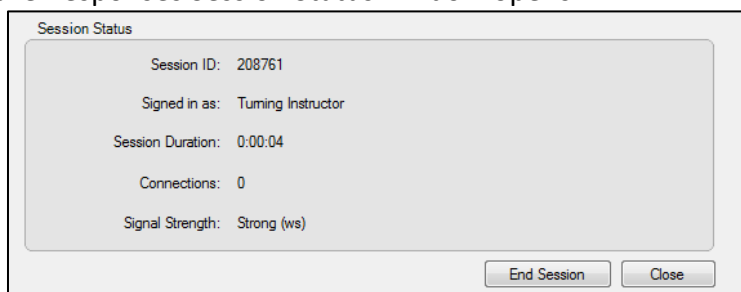
6. Click **Close** to return the TurningPoint Dashboard.
   - o The Mobile Responses Session Status window does not need to be open for mobile responses to be enabled. Mobile responses will remain enabled until TurningPoint Desktop is closed or until End Session is selected from the Mobile Responses 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.**
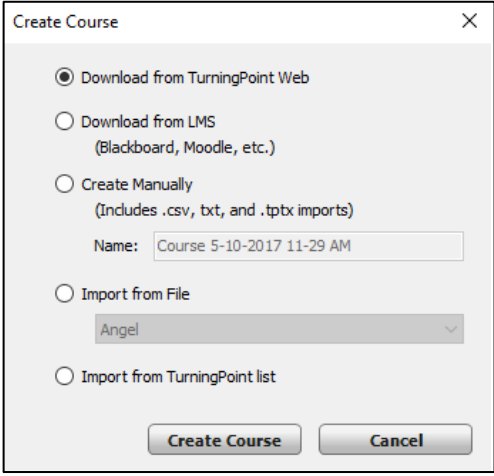
Chapter 2: Courses

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

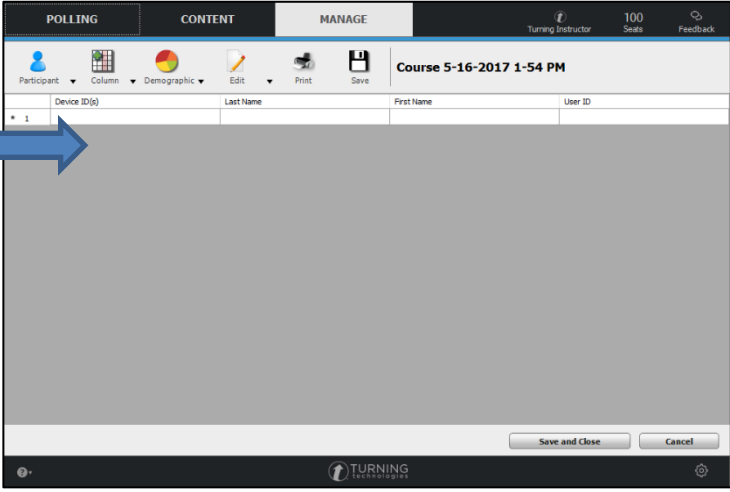## Task #1: Manually Create a Course

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.
   - ➢ **TIP:** If there is a CSV or TXT file that already contains the participant information, copy and paste the information into the **Course Editor**.
   - ➢ It is also possible to copy and paste text from an Excel file directly 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.
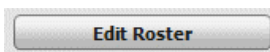
Task #2: Modify a Course

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.
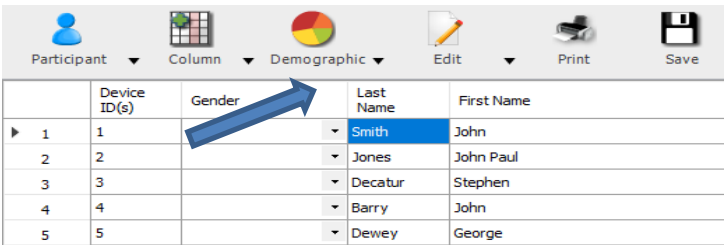
Adding Demographics to a Course

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.

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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.

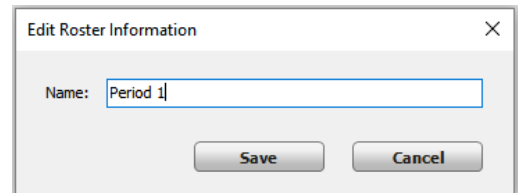|		Device ID(s)	Gender		Last Name	First Name
▶	1	1		▾	Smith	John
	2	2		▾	Jones	John Paul
	3	3		▾	Decatur	Stephen
	4	4		▾	Barry	John
	5	5		▾	Dewey	George

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.

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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.
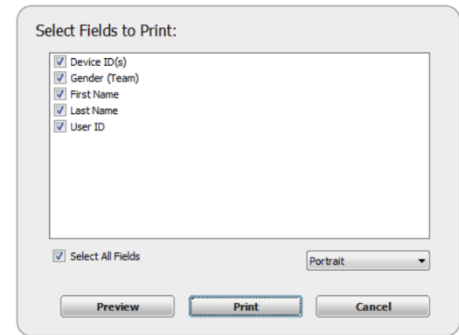
Chapter 3: Engage Lessons

> **IMPORTANT:** Included in this manual (pgs. 3-5) 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 CHISL Curriculum. We will utilize the steps from the 10-Step documents, located on pgs. 3-5, to explain **in detail** how to engage each of the polling environments with your pre-made content.

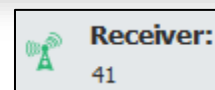### Task #1: Engage PPT Polling *(10 Steps – Detail)*

- ➢ Refer to **Chapter 1 - Task 4: Launch and Log into TurningPoint** on pg. 9 for instructions on how to open and log into TurningPoint.

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


- ➢ Refer to **Chapter 1- Task 7: Hardware Setup** on pgs. 13-18 to change receiver channels and setup Mobile Responses.

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. 19 and **Task 2: Modify a Course** pg. 24 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.
  ○ **NOTE:** You will need to have followed the steps outlined in **CH 1 - Task #6: Locate and Open the CHISL Curriculum** on pg. 11 for the Content to show in TurningPoint.
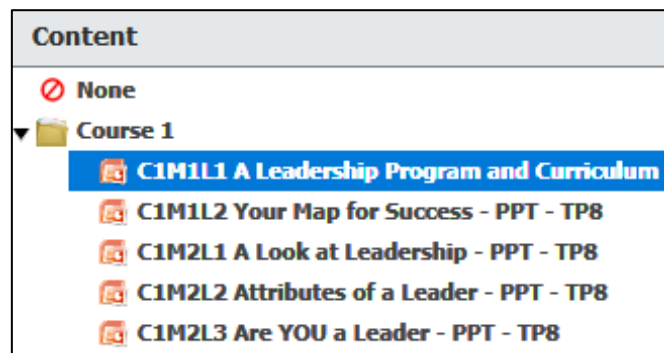
6 Click PowerPoint® Polling.

➢ TurningPoint will launch the PowerPoint application, and load the TurningPoint toolbar (below)

➢ 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.
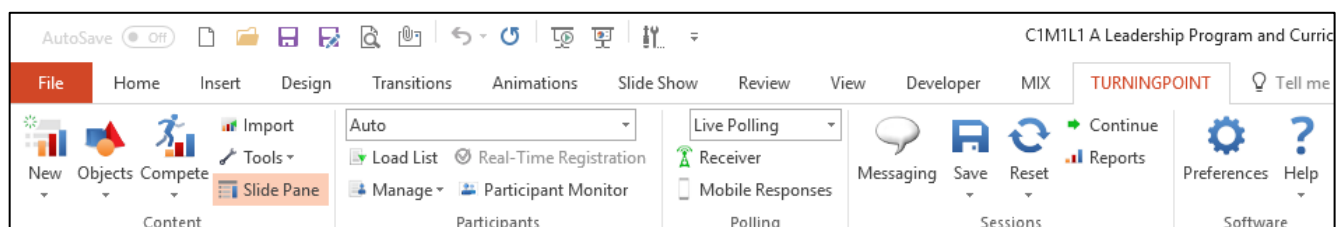
- If you didn't select a PPT lesson from the **Content window**, you can always open any presentation once inside PPT.
- To open a presentation, press **Ctrl-O** or click the ⬜ in the upper left-hand corner.
- **REMINDER:** The CHISL Curriculum files are located at C:/CHISL Curriculum.
- **NOTE:** This 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. We will direct you to resources for Content Creation at the end of the manual.
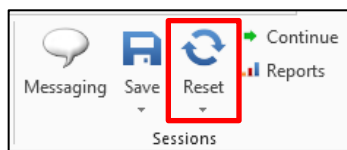
⑦ Reset Session.

- 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.

2. Select one of the following options:

   - **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.

> **TurningPoint 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**.

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Engaging a CHISL 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 interactive functions present when using response devices.
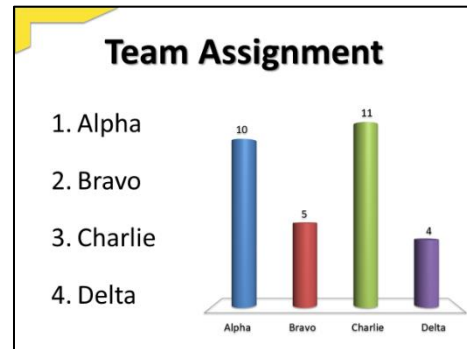
➤ Lesson Part Opening Slide: **TURNINGPOINT ENHANCED**

Each **Lesson Part 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. 45.

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

Discussed in detail in CH 5: Competitions on pg. 46.

➤ Learning Activity Slides: **REGULAR**

Refer to the corresponding **Instructor Guides** for preparation and facilitation, instructions for all CHISL lessons.

➢ Student Learning Guide: **REGULAR**

In addition to good, open-ended questions to use with cadets to set up a lesson, instructors can also click on the blue **hyperlink** to open a **digital copy** of the corresponding **Student Learning Guide**. This makes it easy for instructors to point out specific activities the cadets will be completing during the lesson.

Instructors can also take advantage of the built-in **Random Number generator** (upper right corner) to randomly call on student's assigned device numbers.
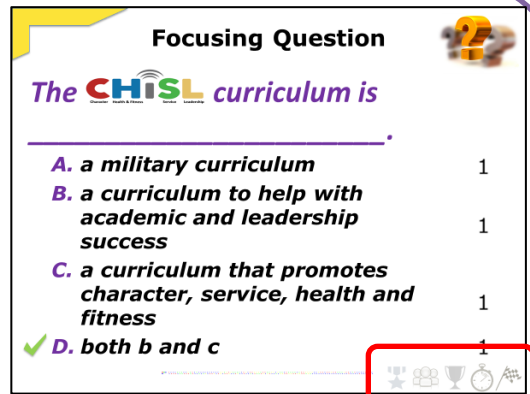
➢ Lesson Questions: **TURNINGPOINT ENHANCED**

Focusing, **Keyword**, **Reinforcing**, and **Reflection** questions are embedded directly into PPT making it super simple to poll and interact with your cadets.

Method: Progress through your PPT presentation. When you reach a TurningPoint question slide, polling will automatically open. Have cadets answer with their clickers or devices. When all responses have been received, click once to close the polling and show results. Click a second time to display correct answer.

Competition (optional): **Click the icons on the bottom-right to be taken to unique leaderboards (below).**

➢ 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. 45.

➢ 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. 45.
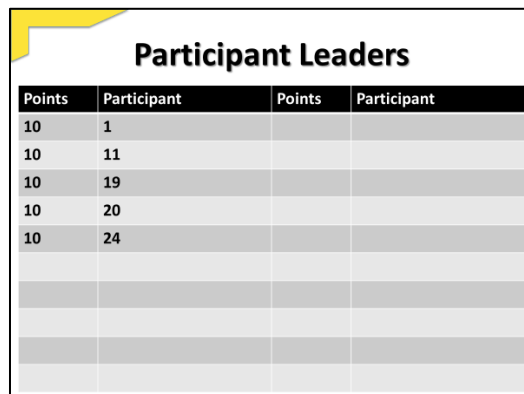
Team Scores

Points	Team	Points	Team
3.64	Charlie		
2.5	Delta		
2	Alpha		
2	Bravo		

➢ 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. 45.

Team MVP

Points	Team	Participant
10	Delta	11
10	Bravo	19
10	Alpha	29
10	Charlie	30

➢ 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. 45.

Fastest Responders

Seconds	Participant	Seconds	Participant
2.481	29		
3.841	1		
4.181	3		
4.241	20		
4.365	19		

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

New Feature: Displays the composite team scores by way of a vertical balloon race. Teams must be assigned before scores will show up. Competitions are discussed in detail in CH 5 starting on pg. 45.

Team Racing Scores

Alpha	Bravo	Charlie	Delta
2	2	3.64	2.5

➢ Learning Activity: **MOBI ENHANCED (if applicable)**

For instructors with Mobis or other smartboard devices, these slides were designed to incorporate on-screen annotation.

➢ Video Slides: **REGULAR**

Videos are embedded throughout the CHISL Curriculum. Video controls will depend on your version of MS Office, but versions after 2007 should include the ability to Play, Pause, Scan, and adjust the volume.

➢ Flash Interactive Slides: **MOBI ENHANCED (if applicable)**

Flash multimedia objects are also embedded throughout the CHISL Curriculum. These files differ from regular video files as they can be interacted with through text entry, drag and drop functions, and access to multiple menus.

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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.

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!
   ➤ By default, Session files will be stored in the **TurningPoint folder** in **My Documents**.

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.
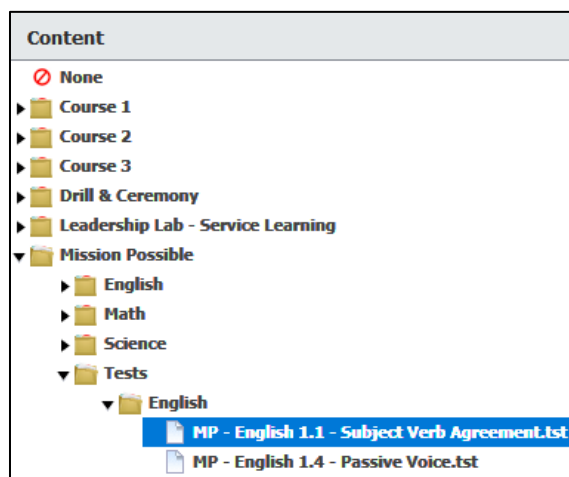➤ We will take a closer look at Reports in Chapter 4 starting on pg. 41.

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.   **pg. 23**

2 Open and Log into TurningPoint.   **pg. 23**

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

4 Select Course List (optional).   **pg. 24**

5 Select Content (optional).

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

Content
- ⊘ None
- ▶ Course 1
- ▶ Course 2
- ▶ Course 3
- ▶ Drill & Ceremony
- ▶ Leadership Lab - Service Learning
- ▼ Mission Possible
    - ▶ English
    - ▶ Math
    - ▶ Science
    - ▼ Tests
        - ▼ English
            - MP - English 1.1 - Subject Verb Agreement.tst
            - MP - English 1.4 - Passive Voice.tst

6 Click Anywhere Polling.

➢ The **Anywhere Polling Showbar** will appear.

Polling Closed

Responses
0

1) (LE-100:C2L4:LQ1) How much in

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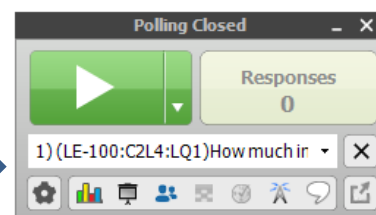
7 Click Start to open polling.

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

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

- **HINT:** You can **Zoom In/Out** of the question by **R-clicking** or pressing **Ctrl + or Ctrl -**.

8 Click Stop to close polling.

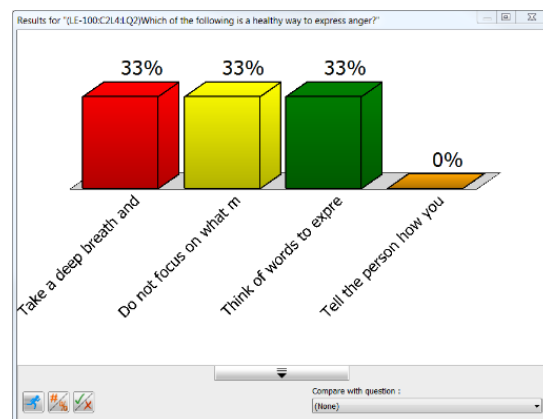➢ Click the **Close button** ■ to close polling and display the **Chart** (right).

- 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.

9 Save Session (optional).

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

➢ **NOTE:** You can also edit **Chart**, **Competitions**, and **Presentation** options for Anywhere Polling by clicking **Preferences**.
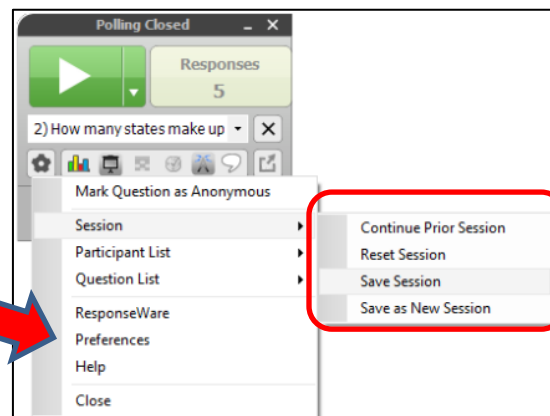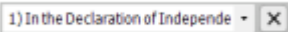
10 Generate Reports (optional).

➢ 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**.

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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.

Polling Over Any Application or On-the-Fly Questions

You can also ask On-the-Fly questions while in Anywhere Polling. The steps are identical to running Anywhere Polling with a Question List (pgs. 32-33) outside of needing to select Content (Step 5).

1. Click **Anywhere Polling**.
   - The Anywhere Polling Showbar will appear.
   - **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**.
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** (below) 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
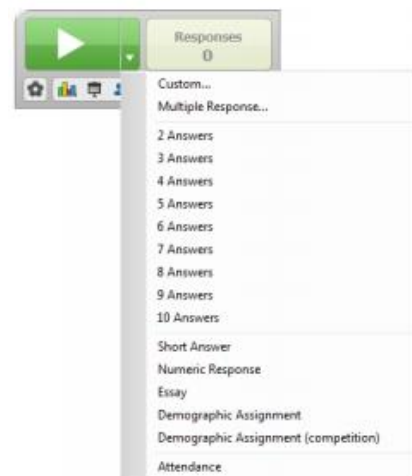
About the Chart Window

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.
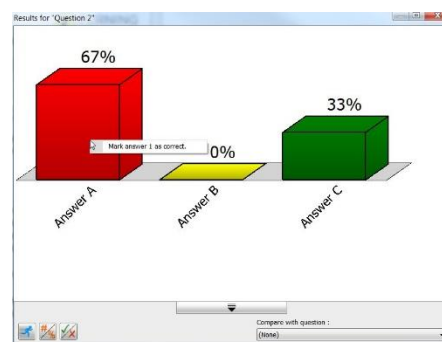
▲ ≡	**Show/Hide Chart Options** - The Show/Hide Chart Options button toggles the display of the chart options.
[running person icon]	**Compete** - The Compete icon gives the instructor the option to view the following items: ● **Team Leaderboard**- The team leaderboard displays the top teams ranked by 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.
[bar chart icon]	**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 icon]	**Table** - The Table icon displays a table of responses and the number of participants that responded with that answer.

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

The Self-Paced Polling environment allows participants to take a test at their own pace; printed when using QT2 clickers or displayed on mobile device screens. **This section will focus on the use of QT2.**

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

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.	pg. 23
2 Open and Log into TurningPoint.	pg. 23
3 Select Course List (optional).	pg. 23
4 Select Content.	pg. 24

5 Click Self-Paced Polling

➢ From the TurningPoint Dashboard, select a **Question List** below **Content**.
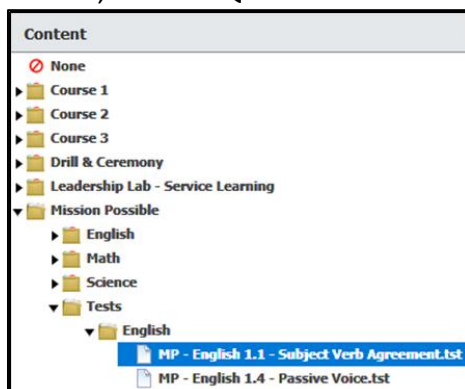
NOTE: The CHISL Curriculum does not contain many Question Lists. Most questions are embedded in PPTs. It is, however, a wonderful option if you want to test skills in Mission Possible, or create your own tests. Steps for Creating Content are covered in the subsequent TurningPoint Content Creation Manual available at: **http://tinyurl.com/TP-Content-Manual**

6   Click Accept Logins.

Self-Paced Polling

Question List: LE100-C2L4 - LQ

Participant List: Auto

Participant Login:
Off

Test Time Limit:
None

Completed Test Message:
None

☐ Remember Selections   OK   Cancel

➢ Select the login option from the Participant Login drop-down menu. (right)

➢ 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. Allow participants to log into the test.
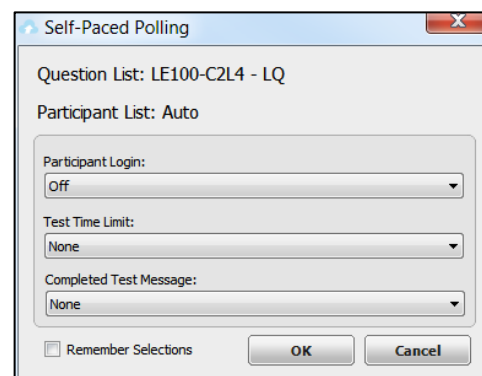
REMINDER: For complete directions on using mobile devices in TurningPoint, go to:
& click on Response Options.

7   Click Start Polling.

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

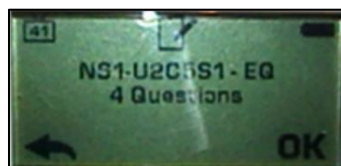 o   A number of menus will flash on their QT2 device.

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.
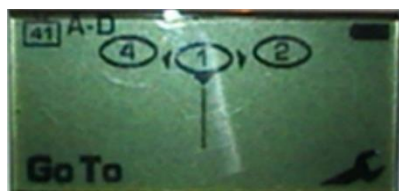

Test Title & # of Questions

Entering Test

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➢ Students may now begin the test using the Function Keys (under the LCD screen) or the keyboard

**Question Carousel
(unanswered)**

**Question Carousel
(answered)**

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. (below)

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.
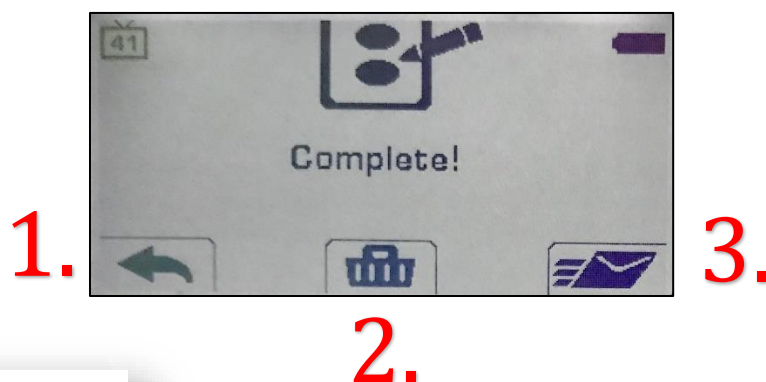
➢ Click **Stop Polling** once all the results have been received.
- ○ <u>**IMPORTANT**</u>**: Make sure all clickers have submitted their test and are out of testing mode before Stopping the Polling.**

➢ 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.

For step-by-step directions for running Self-Paced Polling, watch "3. CHISL Technology Walk Through" on the CHISL Training Library (www.tinyurl.com/CHISL-Training).

Chapter 4: Reports

Objectives – Tasks
- ❖ Task #1: Generate Reports
- ❖ Task #2: Export Reports
- ❖ Task #3: Save & Print PDF Reports
- ❖ Task #3: 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. (right)

2. Click **Reports** in the middle of the *Session Overview* screen.

   - **TIP:** Double-clicking the session name will also open the reports window.
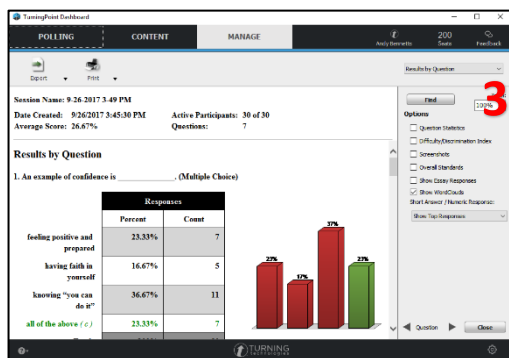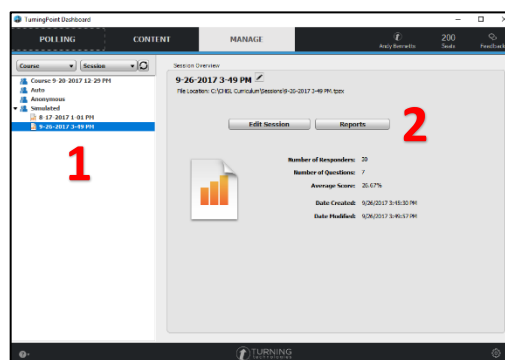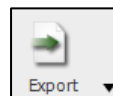

3. Select the report type from the drop-down menu in the upper right corner. (left)

- 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.

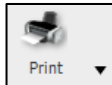1. While in the *Reports* window (above), click the **Export** icon and select one of the following options when available:
   - **CSV**- CSV files are plain text files that can be opened with various programs.
   - **Excel**- Saves the file as a Microsoft Excel spreadsheet with native Excel charts for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

1. While in the Reports window, 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 (below) 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.
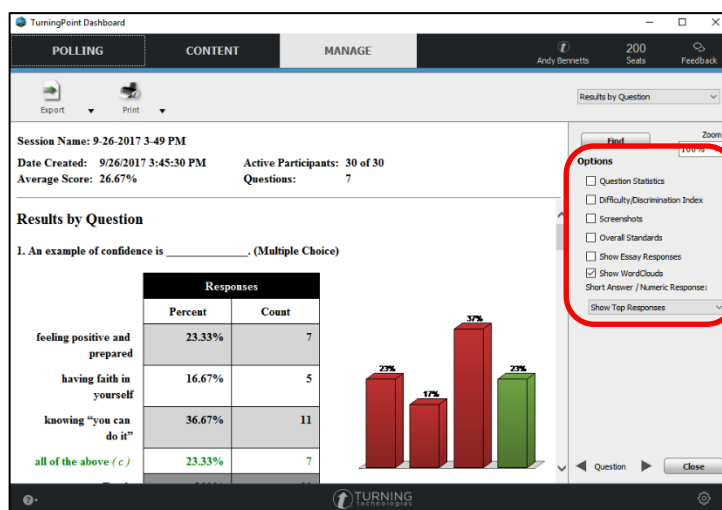
Results by Participant

The default Results by Participant report (below) 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 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.

Results Detail

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

Participant information	Score (overall percentage)
Participant response	Participant 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.

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

#1   #3   #4   #5   #6

- ❖ Task #1: Participant Leaderboard
- ❖ Task #2: Team Assignment
- ❖ Task #3: Team Leaderboard
- ❖ Task #4: Team MVP
- ❖ Task #5: Fastest Responders
- ❖ Task #6: Team Race Leaderboard

#2 Game

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 Keyword Questions contain a **Top Score 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 **Top Score icon** to be taken to the **Leaderboard** (below). Click to return to the question slide.

Responses 30   Polling Closed

Participant Leaders

Points	Participant	Points	Participant
30	20		
30	25		

➢ **TIP:** Press the tab key on the keyboard to view more participants in the participant list.

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> **NOTE:** 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 every **Lesson Part slide**. When clicked it will take you to the **Team Assignment slide** (below).

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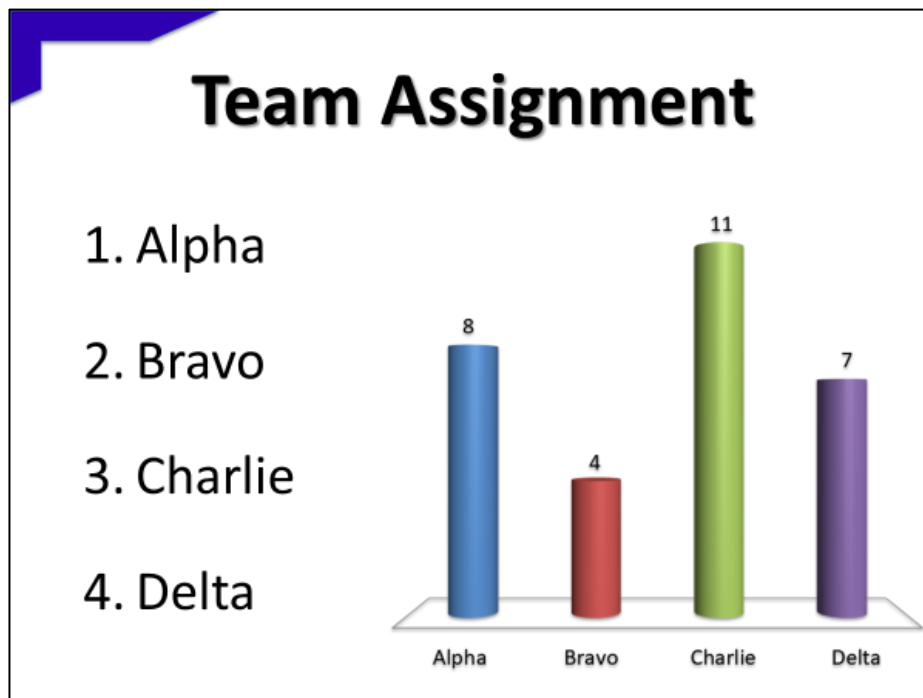
> ➢ **TIP:** Team Names are Alpha, Bravo, Charlie and Delta by default. However, you can change them to whatever you would like; limit of 10!

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
15	Alpha		
14.29	Delta		

Task #4: Team MVP

The **Team MVP** board displays the individual participant on each team with the most points. Before using this feature, you must first assign teams and have students answer at least one question with a correct answer. The slide is updated dynamically after each question.

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

Team MVP

Points	Team	Participant
30	Delta	25
30	Charlie	8

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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.
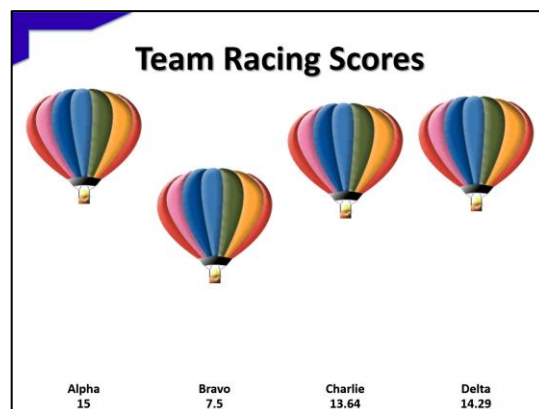
Fastest Responders

Seconds	Participant	Seconds	Participant
1.342	6		
1.531	15		

Task #4: Team Race Leaderboard

The **Team Race Leaderboard** displays team's scores by way of a vertical balloon race. Before using this feature, you must first assign teams and have students answer at least one question with a correct answer. The slide is updated dynamically after each question.
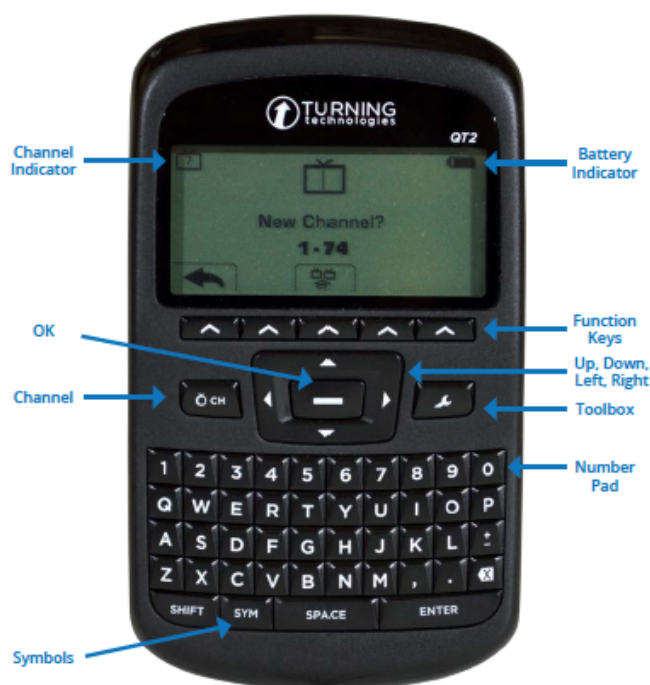
New Competition: The **Team Race Leaderboard** (right) is also on the bottom of every question slide with a correct answer. When clicked it will take you to the **Team Race Leaderboard slide** (below) at the end of the PPT. Click to return to the question slide.

Team Racing Scores

Alpha	Bravo	Charlie	Delta
15	7.5	13.64	14.29

Appendix 1: 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.
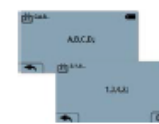
Multiple Response - Multiple Response questions have more than one possible answer. Use the number pad to enter your answer choices and then press OK to transmit your answer choices. Your response may be alpha or numeric.
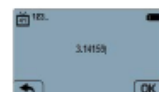
Numeric Response - Numeric Response questions require a numeric value to be entered. Use the number pad to enter your answer and press OK to submit your answer choice.

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.

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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.
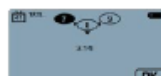
Numeric Response - Enter the response using the number pad, press OK once you have made your selection.

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.

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