TurningPoint Cloud + Clickers + Mobile
Training Manual for AFJROTC
Updated April 2018
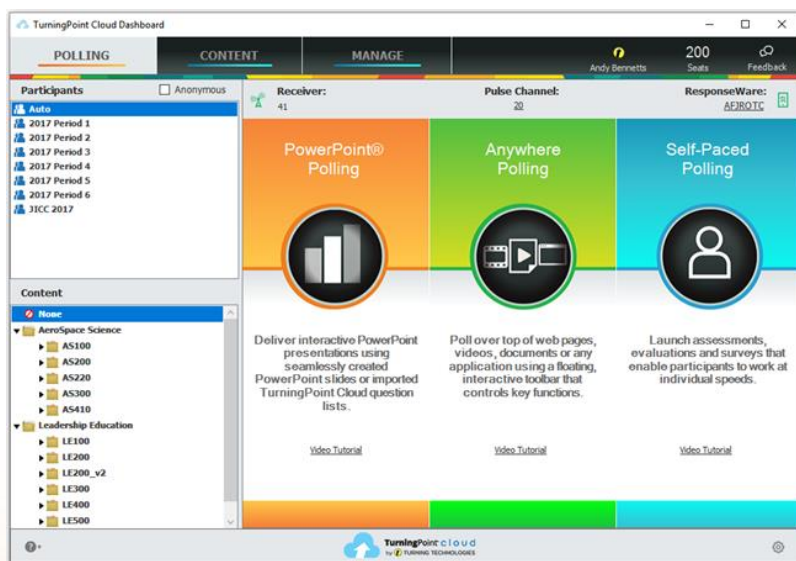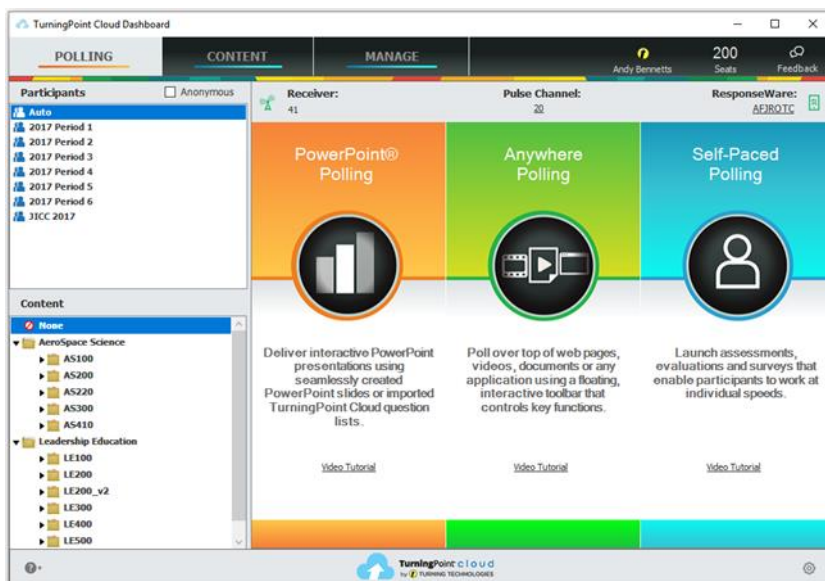
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1 Plug in Receiver.

2 Open and Log into TurningPoint Cloud.

3 Verify Connection – Number below "Receiver" (NXT or QT2), "Pulse Channel" (Pulse), or ResponseWare (Mobile Devices) on TPC Dashboard.

4 Select Participant List (recommended).

5 Select presentation from Content (recommended).

6 Click PowerPoint® Polling.

7 Reset Session.

8 Run Presentation.

9 Save Session (optional).

10 Generate Reports (optional).

TURNINGPOINT: STEPS TO SUCCESSFULLY RUN ANYWHERE POLLING WITH A QUESTION LIST

1 Plug in Receiver.

2 Open and Log into TurningPoint Cloud.

3 Verify Connection – Number below "Receiver" (NXT or QT2), "Pulse Channel" (Pulse), or ResponseWare (Mobile Devices) on TPC Dashboard.

4 Select Participant 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).

TURNINGPOINT: STEPS TO SUCCESSFULLY SELF-PACED POLLING

1 Plug in Receiver.

2 Open and Log into TurningPoint Cloud.

3 Verify Connection – Number below "Receiver" (NXT or QT2), "Pulse Channel" (Pulse), or ResponseWare (Mobile Devices) on TPC Dashboard.

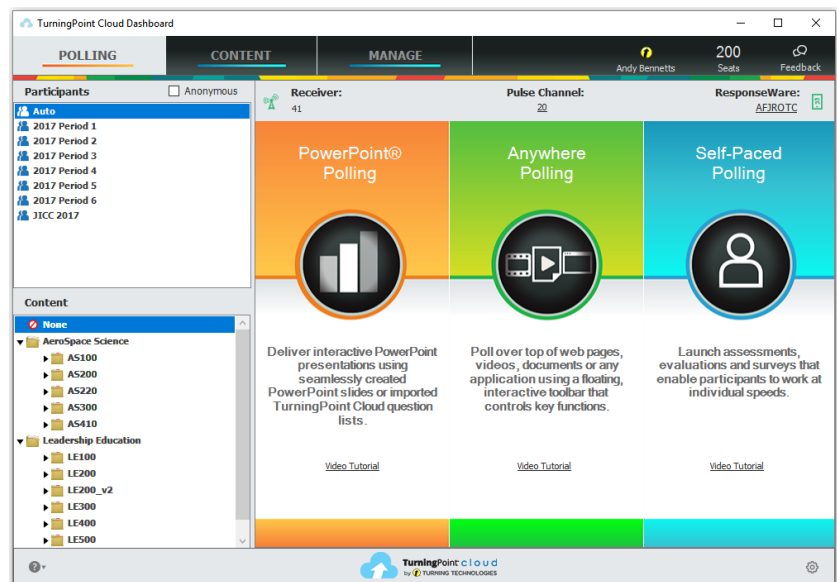**4** Select Participant List (optional).
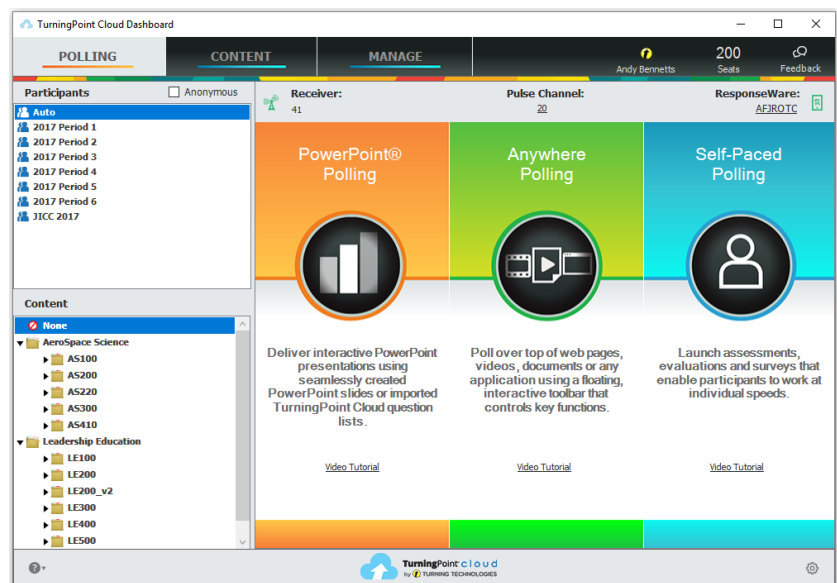
5 Select Content.

6 Click Self-Paced Polling

7 Click Accept Logins.

8 Click Start Polling.

9 Click Stop Polling.

10 Save Session (optional).

11 Generate Reports (optional).

Training and Support Resources

Resources and Contacts:

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

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 this link: http://www.turningtechnologies.com/technical-support. On this page you will also see a tab for **Solutions and Resources** where you can access a comprehensive knowledge base for both TurningPoint and MOBI. In addition, you may email Technical Support at support@turningtechnologies.com.

2. **Air Force JROTC Support Team**

   In addition to Turning Technologies' technical support team, you also have a dedicated **Air Force 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**

- **Air Force JROTC Specific Training Resources**
  - This training manual, designed specifically for AFJROTC Instructors, is the best place to start!
  - **AFJROTC Training Library** – www.tinyurl.com/AFJROTC-Training
    - Direct Link: http://www.screencast.com/t/Hv6ffVZOrv
- **"Generic" TurningPoint Cloud Training Resources**

  a. **Software & User Documentation Downloads**
    - A copy of the TurningPoint Cloud software is on your RF receiver.
    - If, for some reason, you need to download TPC, click or type the link below:
      - **https://www.turningtechnologies.com/downloads**
      - Select the most current (released) version of TurningPoint Cloud (v7.x), **NOT TurningPoint**!

  b. **TPC Training Resources: http://www.turningtechnologies.com/support/turningpoint-cloud**

Preface

In June of 2015, the HQ of AFJROTC decided to transition from a CPS/Pulse platform to a TurningPoint Cloud/NXT 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 eight years (2006-2014), does not include the capabilities needed to take AFJROTC forward in K-12 education technology. These fundamental elements include:

    A. Web connections for download/upload content and data functions
    B. App-based integration for 1:1 environments (ResponseWare)
    C. Allowing for open-ended and constructed response questions that are digitally captured
    D. A platform that allows for future development to integrate new requirements

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

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

Chapter 1: TurningPoint Cloud Basics

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

Figure 1: TPC RF Receiver

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

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

TurningPoint Cloud Dashboard

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

Verify Connections

Select Participant List

Select Content

Choose Polling Environment

Help & Tutorials   Version & Update   Preferences

Welcome to TPC (TurningPoint Cloud)!

TurningPoint Cloud 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 AFJROTC Curriculum
- ❖ Task #2: Launch and Log into TPC
- ❖ Task #3: Understand the Organization of the AFJROTC Curriculum
- ❖ Task #4a: Hardware Setup – NXT & QT2 Clickers
- ❖ Task #4b: Hardware Setup – Pulse Clickers
- ❖ Task #4c: Hardware Setup – PresenterCard
- ❖ Task #4d: Hardware Setup – Mobile Devices

Task #1: Locate and Open the AFJROTC Curriculum

Previous to TPC, AFJROTC utilized the CPS software. The CPS Databases were updated several times. With the release of each new textbook, new CPS question banks were created, and others became obsolete. This has led to many challenges in terms of how to best integrate each new deck of CPS questions into one, centralized database.

With the transition to TPC in 2016-17, all content from the AFJROTC CPS Database 1 Mar 2015 (Figure 2a) has been converted into TPC format and stored on your RF receiver. (Figure 2b)
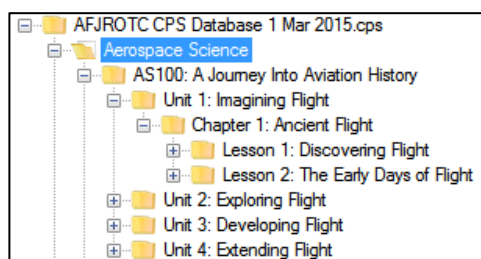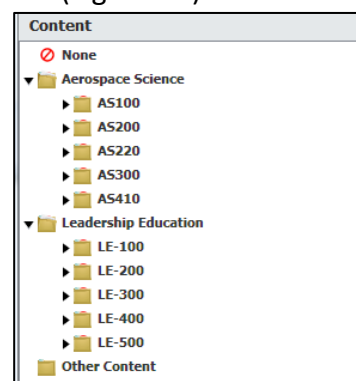

Figure 2a: AFJROTC Content in CPS Database

Figure 2b: AFJROTC Content in TPC

Locate and Open the AFJROTC Curriculum

1. Plug your TPC RF Receiver (Figure 1) into an available USB port in your computer.
2. Double-click on "Computer" from your Desktop.
3. Locate and double-click the "TURNINGTECH" receiver/thumb drive.
4. Open the "Content" folder.

Note: Instructors can continue to use the portable hard drives issued in 2010 as a backup for curriculum content (e.g., PPTs, question lists, tests, etc.). However, it is **strongly recommended** that you teach from the content located on the RF receiver since it is set up to launch lessons directly from TPC.

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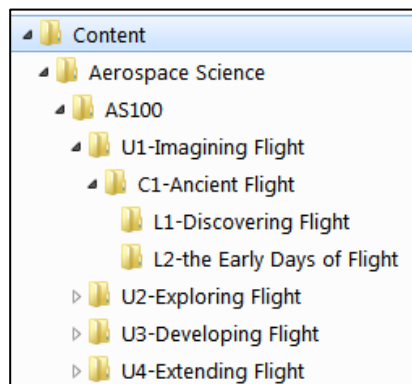

Figure 3a: Content Folder in TPC
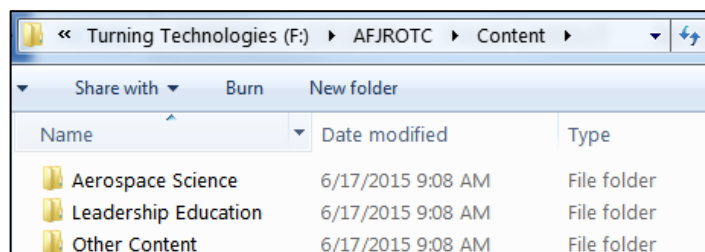
Figure 3b: Content Folder in Windows Explorer

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

Task #2: Launch and Log into TPC

IMPORTANT: Before you begin using TPC, you must have created a Turning Account. If you have NOT yet created your Turning Account, refer to **Appendix 1** at the end of this training manual.

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

1. Launch TPC from the Turning Technologies receiver.
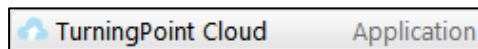
2. Enter your AFJROTC email, and the password you used to setup your Turning Account. (Figure 4)

3. The TPC Dashboard will open.
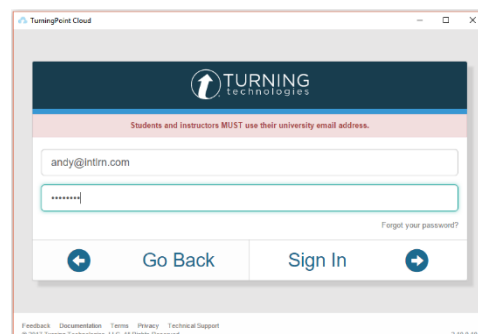
Figure 4: TPC Login Screen

OFFLINE PASSWORD: If not prompted to set your Offline Password when logging in the first time, click the gear (lower-right corner of Dashboard) to set an Offline Password. For complete details, see **Appendix 1**.

UPDATE SOFTWARE: Once logged into TPC, click the TurningPoint Cloud log on the bottom of the Dashboard to **Check for Updates**. We recommend you click the Automatically Check for Updates box.

> **TPC Benefit #3:** In addition to TPC being extremely user-friendly, now all Lesson and Vocabulary questions are underlined embedded directly into lesson PowerPoints. This means no more having to switch back and forth between CPS and PowerPoint to use your clickers!

Task #3: Understand the Organization of AFJROTC Curriculum

The AFJROTC Curriculum contains thousands of questions that are organized by Unit, Chapter, and Lesson (mirroring how the textbooks and IGs are organized). These questions are designed to enhance the delivery of content in the classroom.

Each AFJROTC lesson will include some or all of the following resources: PowerPoint presentation with embedded Lesson and Vocabulary questions, test Question Lists ready to engage with TPC in all polling environments (PowerPoint Polling, Anywhere Polling, and Self-Paced Polling), and printable test questions in PDF format to print and Word format to edit.

A good example of a curriculum containing underlined all four components is *LE-100 C2 L4: Emotional and Mental Health Care*. On the other hand, *AS-410: Survival, Chapter 1-3: The Survivor's Needs* contain only Lesson Questions.

TPC Content Folder Explanation
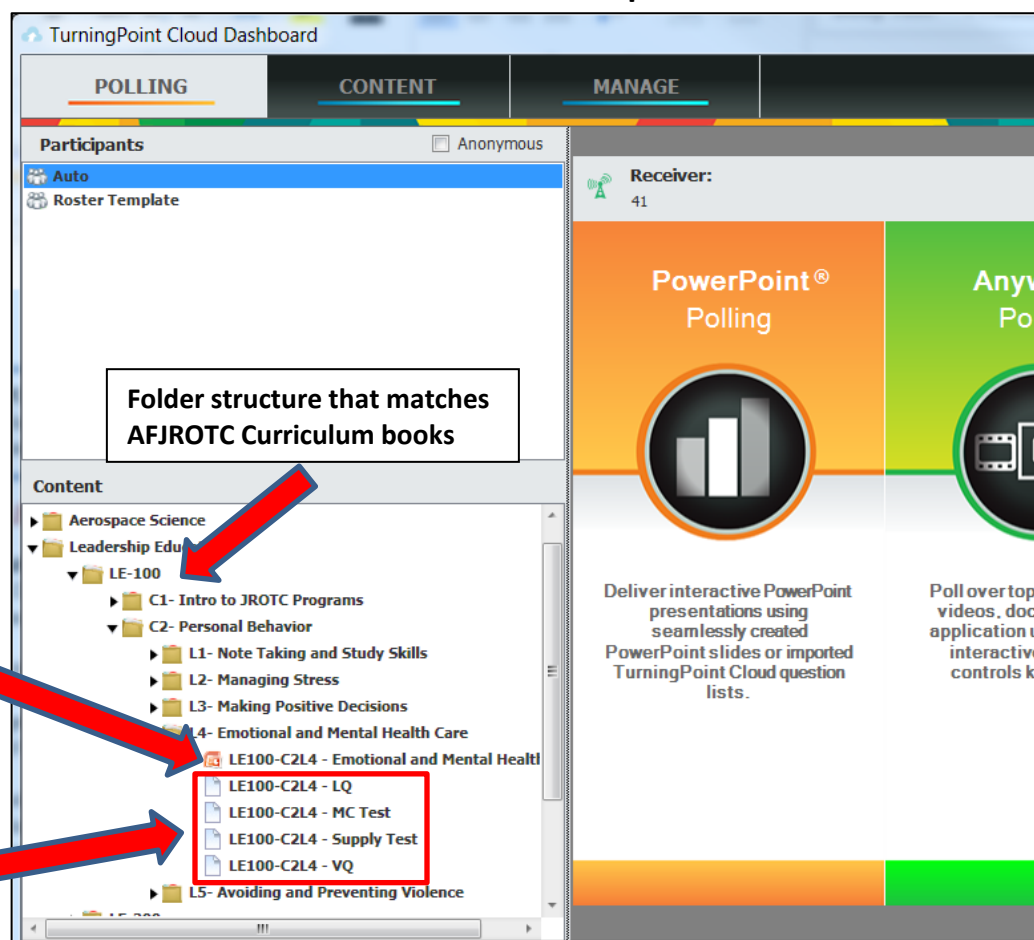
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Question Codes: Each question includes a unique code that identifies the Unit, Chapter, and Lesson to which that question belongs (for example, U1C2L1:LQ1 reads "Unit One, Chapter Two, Lesson One, and Lesson Question 1"). Some chapters and lessons are tagged with slightly different codes depending on how the textbook is organized. Test questions have been tagged as "MQ" and "SQ".

Questions for each lesson can be seen in the Content tab by drilling down to the lesson level (through the Unit, Chapter, and Lesson) and highlighting the desired Question List. You do this by clicking the black triangle to the left of each level. Once you dig down to the lesson level, the PowerPoints and Question Lists in that lesson will appear in the Lesson 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 10 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)
- Two "Learning Check #1" Questions (3 & 4; **Reinforcement questions**)
- Two "Learning Check #2" Questions (5 & 6; **Reinforcement questions**)
- Two "Learning Check #3" Questions (7 & 8; **Reinforcement questions**)
- Two "Review" Questions (9 & 10)
  - ➤ Question 9: **Short answer or Application** (typically open-ended question coming from the "Checkpoints" section of the textbook)
  - ➤ Question 10: **Transfer of Learning question** - to get the student thinking beyond the learning experience or to reflect on the learning experience.

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

Vocabulary Questions are taken directly from the student workbooks. Each "question stem" is a definition, and the choices are various word choices. The vocabulary 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.
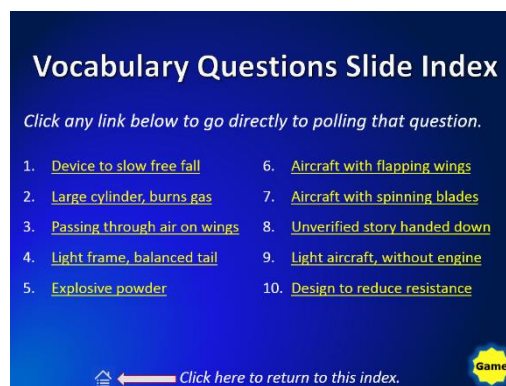

Figure 5: Vocabulary Question Slide Index

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

It is recommended that you do NOT edit or reorganize questions in lessons or tests, but rather engage them in a Polling Environment during your classroom instruction as they are listed.

If you would like to create your own lessons and TPC questions, we suggest you CREATE a new lesson to hold these questions. Instructions for that will be discussed later in this training manual.

Task #4a: Hardware Setup – NXT & QT2 Clickers

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

IMPORTANT: **If you are the only TurningPoint Cloud 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. **<u>NOTE: The NXT & QT2 Devices must be set to the same channel as the receiver.</u>** Changing the channel allows multiple receivers to accept different sets of responses when in close proximity of one another.

<u>Changing the Receiver Channel</u>

1.   Plug in the **receiver** .

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

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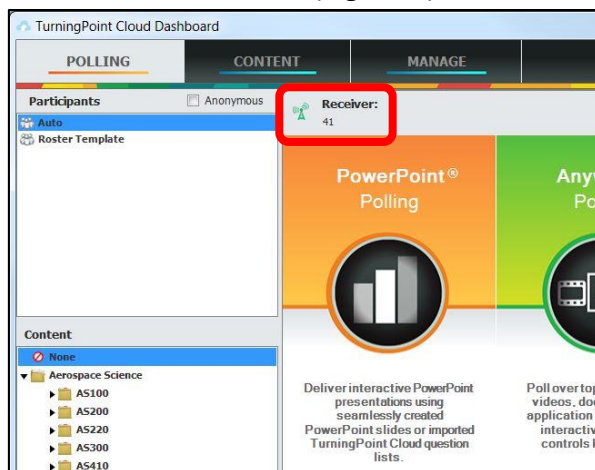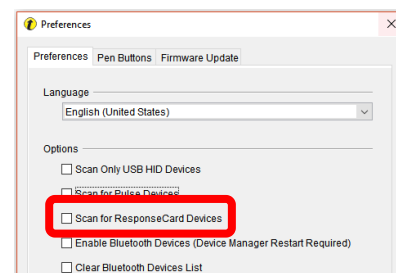

Figure 6: Receiver Channel

IMPORTANT: If you do not see a number under Receiver, open Device Manager and ensure that the "Scan for ResponseCard Devices" box is unchecked in the Preferences. Once **unchecked**, restart TPC. See complete directions for setting up Device Manager on the bottom of pg 15.

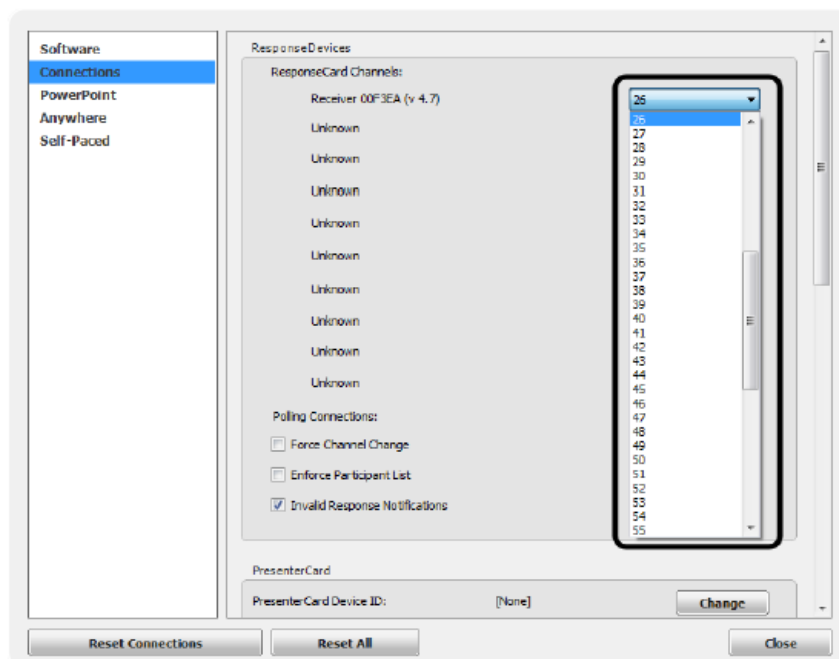4. Select a new channel (1 - 74) from the *Receiver* drop-down menu. (Figure 7)

Figure 7: ResponseCard Channel Menu

5. Click **Close**.

Changing the Channel on NXT Card

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

Locking/Unlocking the NXT Card

By default, your NXT Card is sent "unlocked" meaning you or your cadets can change the channel, message, and change settings. To restrict this access, you can simply "Lock" the card down.

1. Press the **Channel** button once. (1)
2. Press the **ABC** button two times. (4)
3. Press the **Channel** button once. (1)
   - An "unlocked" card will have a Wrench in the lower right corner of the LCD.
   - A "locked" card will have no icon in the lower right corner of the LCD.

Changing the Channel on QT2 Card

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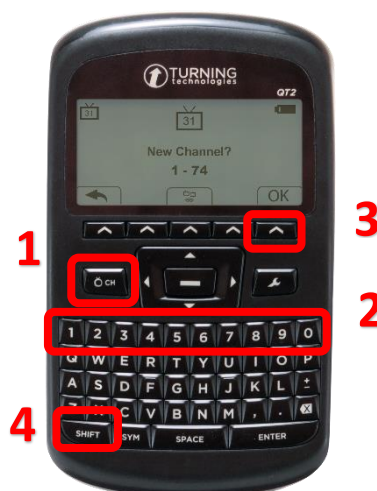2. Enter the **two-digit** channel number.
3. Press the softkey below **OK**.

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 – Pulse Clickers

IMPORTANT: You must have the Pulse receiver plugged into your computer **AS WELL AS** the Turning RF receiver. The Pulse receiver communicates with the Pulse clickers, and the Turning receiver gives access the content, runs the software, AND communicates with the PresenterCard.

CONFIGURING DEVICE MANAGER

Since both Pulse and NXT devices can work with CPS, you will want to check settings in eInstruction/Turning Technologie's 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**.
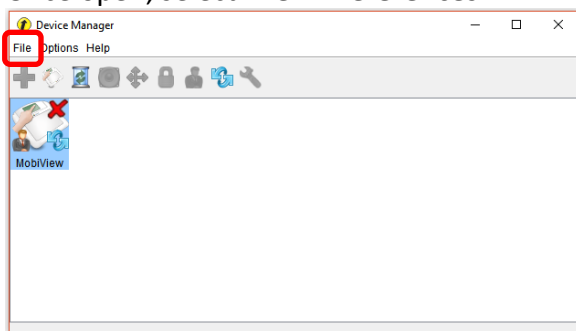
3. Ensure that the checkboxes for "**Scan for Pulse Devices**" and "**Scan for ResponseCard Devices**" are **unchecked.**
   ➢ If you DON'T see an option for "Scan for Pulse Devices", you will need to **Update** or **Uninstall** Device Manager altogether.
   ➢ **NOTE:** If you are using/plan to use the Mobi, it is not advisable to uninstall Device Manager.
   ➢ For complete directions on updating Device Manager, see below.
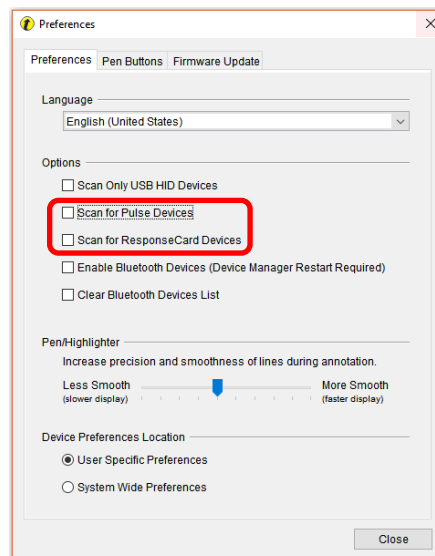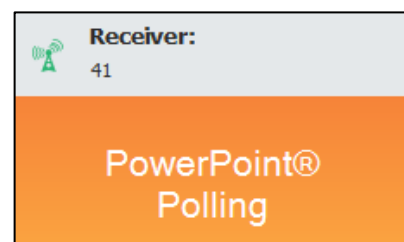
UPDATING DEVICE MANAGER

Start by downloading and installing the most current Device Manager.

1. Click or type: https://www.turningtechnologies.com/downloads
2. Select the **ExamView** tab.
3. Select the most current version of Device Manager PC Version (currently v7.7.0.5).
4. Download and install on all computers you plan on using TPC with.

CONFIRMING RECEIVER CONNECTIONS WITHIN TPC

With Device Manager updated and running:

4. Plug in both the TPC and Pulse receiver.
5. Launch & log into TPC from the TPC Receiver. (See page 10 for complete instructions)

6. Confirm the Turning receiver connection by locating the green radio tower and number (41 by default) above the orange PowerPoint Polling button.

7. Confirm the Pulse receiver connection by locating Pulse Channel and corresponding number above the green Anywhere Polling button. **If the number does not display, double-check that the "Scan for Pulse Devices" in Device Manger is UNCHECKED. (Steps 1-3)**

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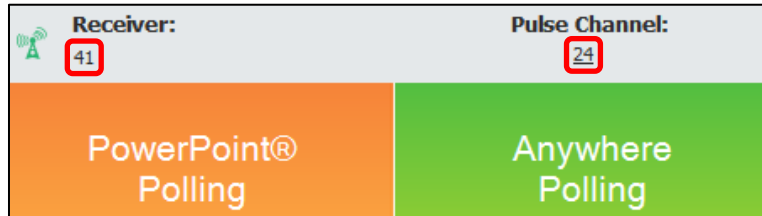**NOTE: The Pulse receiver may change channels the first time it connects to TPC.**

- o To identify the channel Pulse clickers are set to: 1) Power on the Pulse clicker, 2) Press the Menu icon (between L & R arrows), 3) Press R arrow key twice, 4) Channel number is located in the upper-left corner of the LCD screen, 5) Press Menu Icon to return to normal screen.
- o To change back to the channel the Pulse clickers are on, click the number under Pulse Channel (above) and then select the channel that matches your Pulse clickers from the drop-down menu for Pulse Channel (below).

TESTING RECEIVER CONNECTIONS WITHIN TPC

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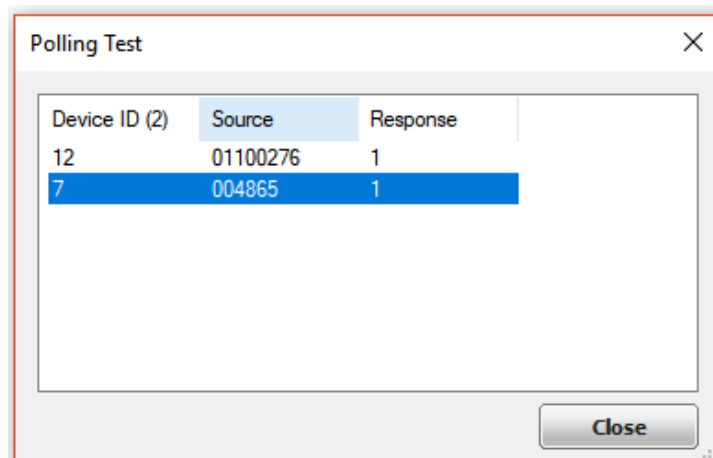
1. From the TPC Dashboard, click on the **channel number** of your Turning RF or Pulse receiver.

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

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

UDPATING PULSE RF FIRMWARE *(ONLY NEEDED FOR SELF-PACED POLLING)*

Most RF (Pulse) transceivers were shipped with firmware version .33. To engage in Self-Paced testing mode, you will need to upgrade your transceiver's firmware to version .35.

1. Close out of TPC.
2. Unplug the Pulse RF receiver from its USB port.
3. Open Device Manager (step 5 above).
4. Once open, select **File** > **Preferences**.
5. For the purpose of updating the firmware, **re-check** the box next to "**Scan for Pulse Devices.**"
6. Plug the Pulse RF receiver back into a USB port.
a. The receiver should automatically connect indicated by a green checkmark. (right)
7. From the Preferences menu, click the **Firmware Update** tab.
8. Then click **Check for Updates** and follow the on-screen directions.
9. Once updated, **uncheck** the box next to "**Scan for Pulse Devices.**"
10. Close out of Device Manager and relaunch TPC.
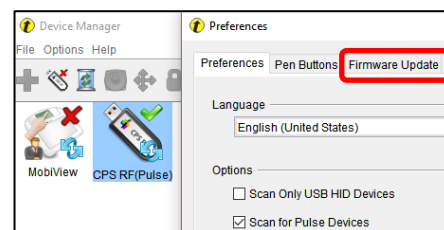
Task #4c: Hardware Setup - PresenterCard

PresenterCard is a wonderfully useful and simple tool that gives instructors the freedom of controlling their PPT presentation from anywhere in the room.

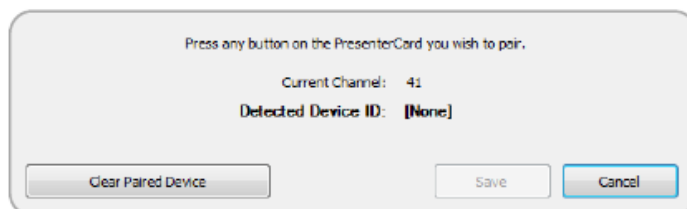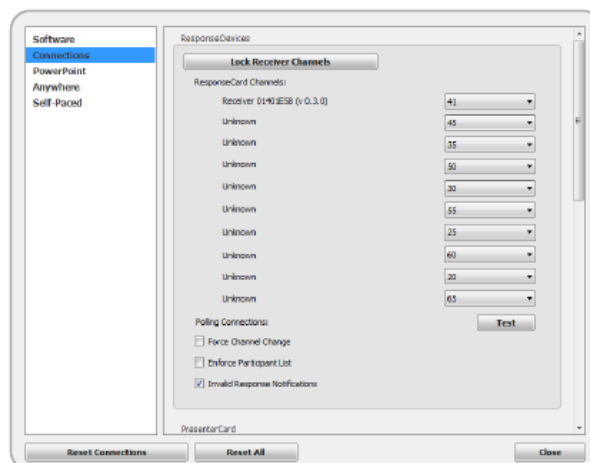| Button	Button Name	Function
	Start/Stop	Opens/closes polling
	Back	Moves backwards through a slide deck or question list
	Forward	Advances through a slide deck/question list
	Programmable Buttons 1-3	Performs a predetermined task within TPC;
	Show/Hide	Switches between the PowerPoint presentation and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

Pairing PresenterCard with TPC

1. **Plug in** the receiver, open TurningPoint Cloud 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.
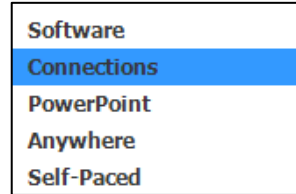
The PresenterCard programmable buttons have the capability to:

- 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
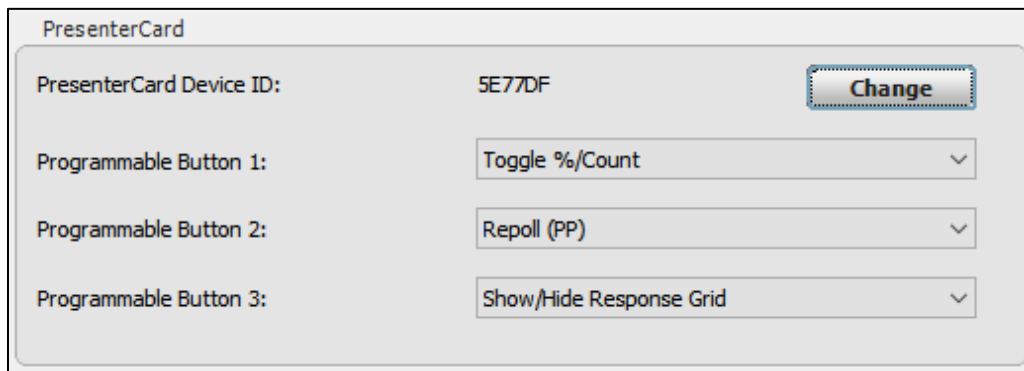
- Toggle Between Percent or Count

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

Configuring the PresenterCard Programmable Buttons

1. Open **TPC** 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, or ResponseWare, 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 (ResponseWare) as a response device.

1. Open **TurningPoint Cloud** and sign in to your Turning Technologies Account.
   o The TPC Dashboard opens.
2. Press **Click to Connect** under ResponseWare in the upper right corner of the Dashboard.
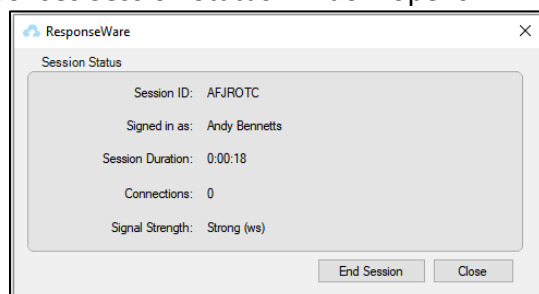

   o The **Mobile Responses Session** window opens.
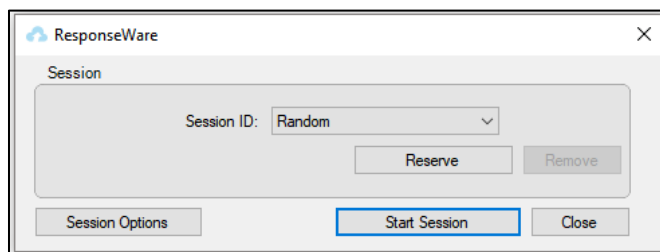
3. Optionally, click **Session Options** to configure participant settings. Adjust the session options as necessary and click **Save**.
   o **NOTE**: Saved changes made in Session Options will remain the same for all future sessions until manually changed. Click Restore Defaults to revert all options 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: Participant Lists

> **New Term:** **Class Rosters** stored in CPS are called **Participant Lists** in TPC.
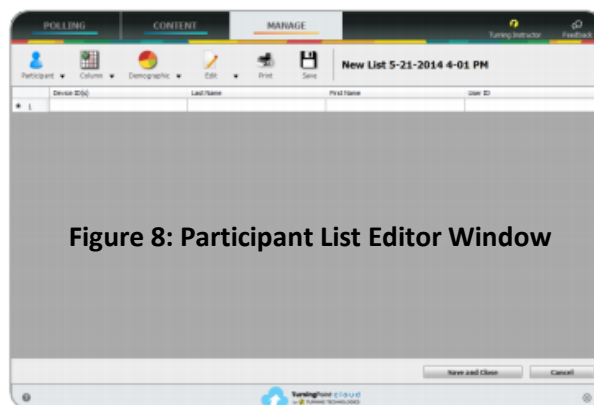
A participant list is a list of participant names, User IDs, Device IDs and other custom categories. The use of a participant list allows for detailed reporting on each participant from a session. In TurningPoint Cloud, participant lists can be created from scratch or imported from either the Turning Account Registration website or an LMS.

Objectives – Tasks

- ❖ Task #1: Create Participant Lists
- ❖ Task #2: Modify Participant Lists
- ❖ Task #3: Demographics
- ❖ Task #4: Manage Participant Lists
- ❖ Task #5: Real-Time Registration

Task #1: Create Participant Lists

1. Select the **Manage tab**.
2. Click the **Participant List** drop-down menu and select **New**.
   - The Create Participant List window opens.
3. Name the participant list, select the **Create Manually** radio button and click **Create List**.
   - The Participant List Editor is displayed. (Figure 8)
4. Select a cell and enter the participant information relevant to that particular category.
   - For example, enter the participant's last name under the Last Name column.
   - **TIP:** If there is a CSV or TXT file that already contains the participant information, copy and paste the information into the Participant List Editor.
   - It is also possible to copy and paste text from an Excel file directly into the Participant List Editor.
5. Press **Enter** on the keyboard to add another participant.
6. When finished, click **Save** and **Close** to save the participant list.

Figure 8: Participant List Editor Window

TPC Video Tutorial:
Building Participant List

Task #2: Modify Participant Lists

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

Editing Participant List Information

1. Select the **Manage** tab.

2. Select a participant list and click **Edit Participants**.

Figure 9: Participant List Editor

- The Participant List Editor is displayed. (Figure 9)

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.
   - **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 Participant List Overview screen.

Task #3: Demographics

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

Adding Demographics to a Participant List

1. Select the **Manage** tab.
2. Select a participant list and click **Edit Participants**.
   - The **Participant List Editor** is displayed. (Figure 9)

3. Click the **Demographic** icon and select **Add**.
4. Enter the **Demographic Grouping** name. (Figure 10)
    - 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. (Figure 11)
11. Click **Save** and **Close** to save the changes and return to the Participant List Overview screen.

Figure 10: Demographic Grouping

Figure 11: Assigning Demographics

Task #4: Manage Participant Lists

Changing a Participant List Name

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

1. Select the **Manage** tab.

2. Select a participant list and click the pencil icon at the top left of the Participant List Overview screen.

    - The **Edit Participant List** window opens. (Figure 12)

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

Figure 12: Edit Participant List Window

Duplicating a Participant List

Existing participant lists can be duplicated, allowing for quick replication of the list and data.
1. Select the **Manage** tab.
2. Select a **participant list** and click **Edit Participants**.
   - The Participant List Editor is displayed.
3. Click the **Participant icon** and select **Duplicate List**.
4. Enter a name for the duplicated list and click **OK**.
   - The new participant list is displayed in the Participant List Editor.

Printing a Participant List

1. Select the **Manage** tab.
2. Select a **participant list** and click **Edit Participants**.
   - The Participant List Editor is displayed.
3. Click the **Print** icon.
   - The Print Participant List window opens. (Figure 13)
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 participant list can also be printed from the Preview window.
7. Click **Save** and **Close** to close the participant list and return to the Participant List Overview screen.
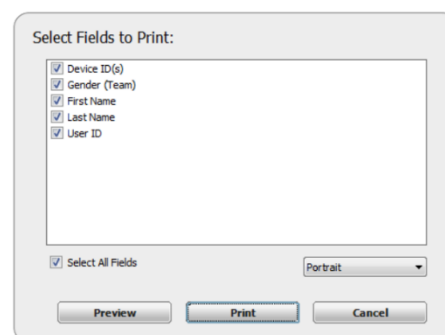
Figure 13: Print Participant List

> **TPC Benefit #5:** You can quickly and easily Copy and Paste your roster information from an Excel or CSV file into a Participant List. No more having to re-type every cadet's name!

> **DEVICE ID:** NXT Devices are associated by a **Device ID** equates to a "**clicker number**" on the top of the back of the individual clicker. To change this number in the clicker itself, make sure the card is unlocked (CHANNEL-ABC-ABC-CHANNEL), then press the button under the "Wrench". Press the right or left arrow until "Device ID" shows and press "Enter". A 6-digit number will show up and to change it press CHANNEL-CHANNEL-ABC-ENTER then put your clicker number in and press "ENTER". Then press OK and lock the device again by pressing CHANNEL-ABC-ABC-CHANNEL. Tutorial: **Changing Channel or Device ID**

Task #5: Real-Time Registration

The Real-Time Registration Tool provides a fast and simple way to assign response devices to a participant list. Registration only takes a few moments and eliminates the need for manually entering Device IDs into the participant list. The steps below can be performed one time at the beginning of a course and then saved, making it quick and easy for students to grab their assigned clicker by looking at the large sticker number (User ID) on the back.

Prerequisites

A participant list that contains names or User IDs is required. Follow the steps below to create your own.

1. From the TPC Dashboard, click on PowerPoint Polling.
2. Click the *Participant List* drop-down menu and select a **participant list**. (Figure 17)
3. Click the **Real-Time Registration** icon on the TurningPoint Cloud ribbon.
   - The Real-Time Registration Tool opens. (Fig 18)
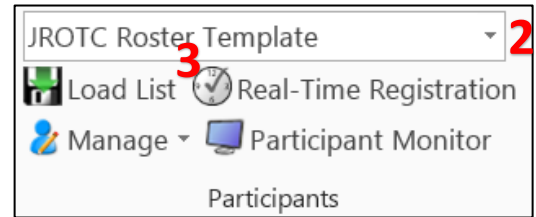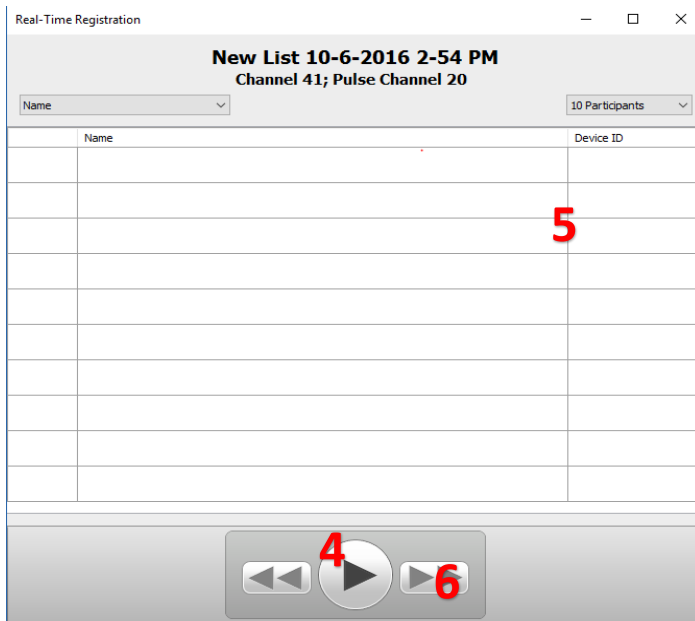4. Click the **Play** button to open registration.

Figure 17: Participant List Menu

Figure 18: Real-Time Registration

5. Each participant must press a number on their response device that corresponds with the number to the left of their User ID.

- The Device ID for the participant will appear in the Device ID column.

6. If more than 10 participants are in the participant list, click the forward or back buttons to scroll page by page to see the remaining participants.

7. Click the **Pause** button to close registration once all of the participants have responded.

8. **Close** the Real-Time Registration Tool.

The following message appears:
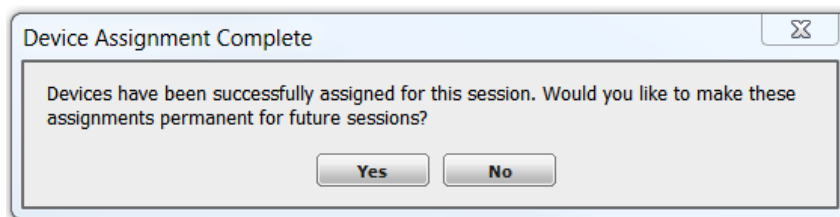
To permanently save the Device IDs to the participant list, click **Yes**. Otherwise, click **No**. If you click **No**, the software will remember the Device IDs for the current session, but **NOT** for future use.

Chapter 3: Engage Lessons

> **TPC Benefit #6:** 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 AFJROTC 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)*

1 Plug in Receiver.
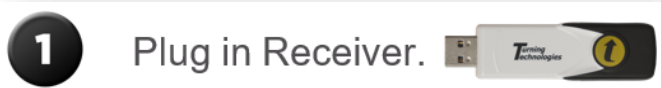
TPC Video Tutorial:
PPT Polling

REMINDER: All of your content, as well as the TPC software, lives on the Turning receiver, so you will need to have it plugged in at all times.

2 Open and Log into TurningPoint Cloud.

- ➢ Refer to **Chapter 1- Task 2: Launch and Log into TurningPoint Cloud** on pg. 10 for instructions on how to open and log into TPC.

3 Verify Connection (Number shown below "Receiver" and/or "Pulse Channel" on TPC Dashboard).

- ➢ If you have a number and a green transmitting tower next to Receiver, then your receiver is detected and ready to begin polling.
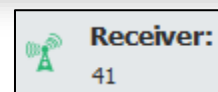
Receiver:
41

- ➢ Refer to **Chapter 1- Task 4: Hardware Setup** on pgs. 13-14 to change receiver channels.

4 Select Participant List (optional).

- ➢ TPC defaults to an **Auto** Participant List giving you the freedom to poll any/all cadets without having to create a Participant List.
- ➢ However, if you would like to track your cadet's responses, you will need to select a Participant List.
- ➢ Refer to **CH 2 - Task 1: Create a Participant List** on pg. 15 and **Task 2: Modify Participant Lists** pg. 15-16 to see how to input and assign your class roster into a Participant List.

5 Select presentation from Content (recommended).

- ➢ Select the lesson you want to engage from the Content window.
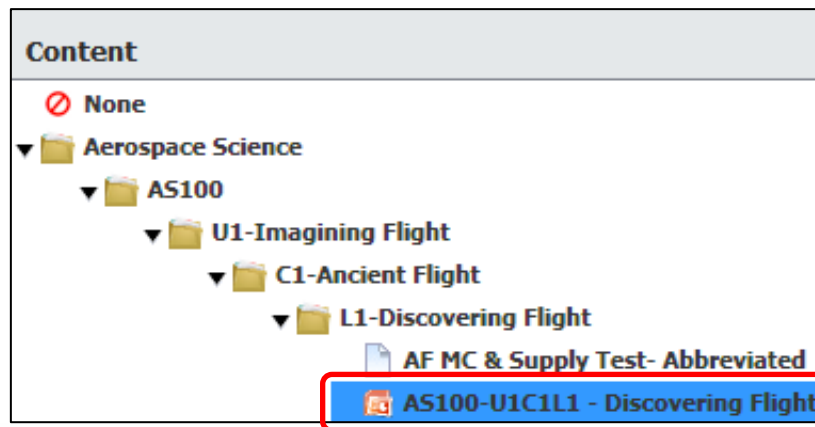
6 Click PowerPoint® Polling.

- ➢ TPC will launch the PPT application, now with a new TurningPoint Cloud tab (Figure 19)
- ➢ 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.
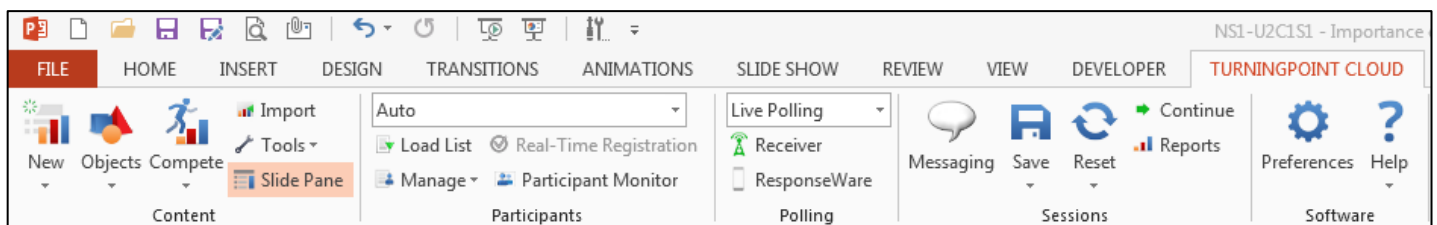
Figure 19: TPC PowerPoint Toolbar

➢ 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 [icon] in the upper left-hand corner.

➢ Your curriculum lessons are located on the Turning 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 TPC. We will direct you to resources for Content Creation at the end of the manual.

7 Reset Session.

➢ The reset function in TurningPoint Cloud 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 Cloud ribbon. (Figure 20)

Figure 20: Reset button

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.

New Term: Session Data refers to the data collected during a polling session. Unlike CPS that saves response data automatically, TPC 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 an AFJROTC PPT Lesson Embedded with TPC Slides

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

➢ Chapter Overview Slide: **UNCHANGED**
➢ Lesson Overview Slide: **UNCHANGED**
➢ Vocabulary Question Slide Index: **NEW**

New Term: The **Vocabulary Question Slide Index** refers to a new slide in most PPT decks that allows instructors to poll vocabulary 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 term 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.

➢ Quick Write: **Modified**

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 with their clickers. If with clickers, selecting the **Show/Hide Response Display** button on the floating TPC showbar allows instructors to see how each cadet is responding to questions.

➢ Lesson Questions: **Modified**

All Lesson and Vocabulary 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 TPC 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!

➢ Content Slides: **UNCHANGED**
➢ Review Questions: **Modified**

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 TPC questions**.

This gives instructors the flexibility to utilize the NXT devices to collect and view short answer responses during class OR utilize the Randomly Select Student application to gain verbal feedback from the audience.

➢ Summary & Next Slides: **UNCHANGED**
➢ Vocabulary Questions: **NEW**

New Method: The complete deck of **Vocabulary Questions** reside at the end of the original 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.

➢ Team Assignment (HIDDEN): **NEW**

New Feature: Discussed in detail in CH 5: Competitions on pg. 41.
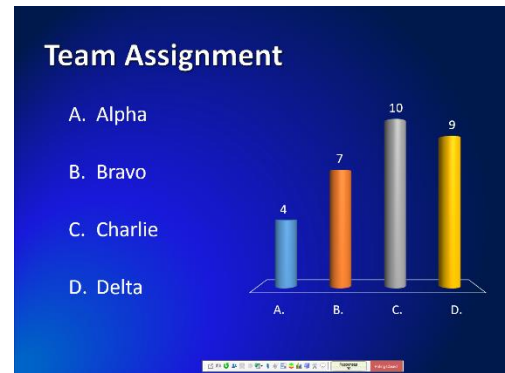
➢ Leaderboards (HIDDEN): **NEW**

New Feature: Discussed in detail in CH 5: Competitions on pg. 41.

➢ Whiteboard (HIDDEN): **NEW**

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.
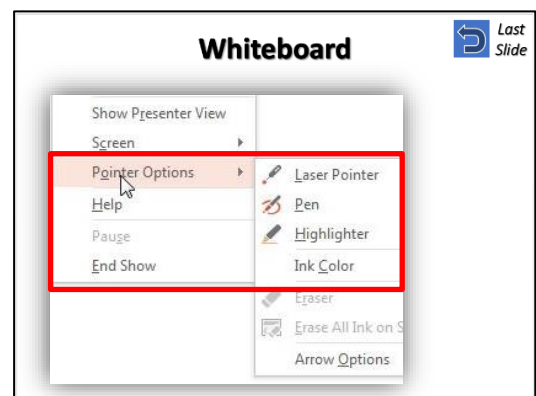
The PowerPoint Polling Showbar

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 21: 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 Cloud 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 Cloud Sessions folder or manually imported into TurningPoint Cloud.

2. Name the session file and click **Save**.
   > ➢ By default, TPC 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 Cloud 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.

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. 20**

② Open and Log into TurningPoint Cloud. **pg. 20**

③ Verify Connection (Receiver and/or ResponseWare). **pg. 20**

④ Select Participant List (optional). **pg. 21**

⑤ Select Content (optional).

➢ From the TurningPoint Cloud Dashboard, select a **Question List** below **Content**.
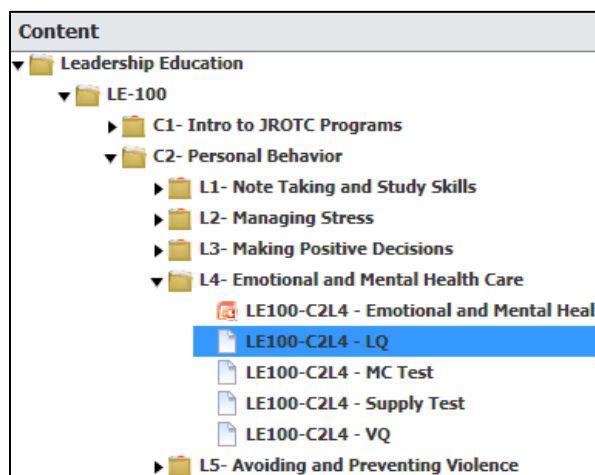
⑥ Click Anywhere Polling.

➢ The **Anywhere Polling Showbar** will appear. (Figure 22)
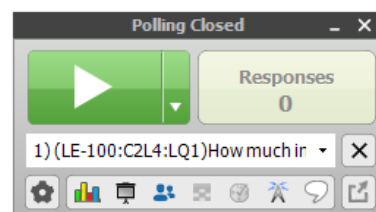
Figure 22: Anywhere Polling Showbar

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 23)

- 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.
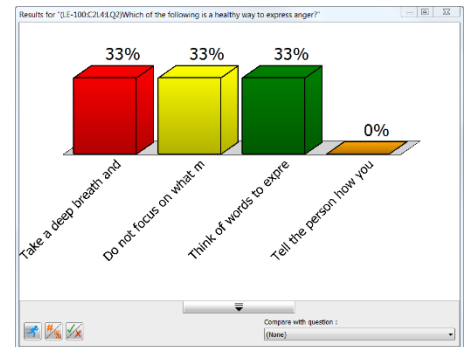
Figure 23: Anywhere Polling Chart

9 Save Session (optional).

➢ When polling is finished, you can click the **Options Icon** ⚙, (Figure 24) mouse over **Session** and select **Save Session**.

10 Generate Reports (optional).
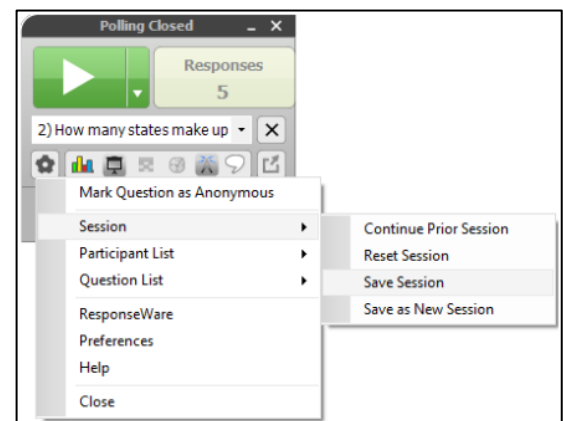
Figure 24: Anywhere Polling Options

➢ 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**.

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. 28-29) outside of needing to select Content (Step 4).

1. Click **Anywhere Polling**.
   - The Anywhere Polling Showbar will appear. (Figure 24)
   - **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. (Fig 25)
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 Cloud Dashboard opens.

Quick Poll Question Types

There are several **Quick Poll question types** (Figure 25) 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
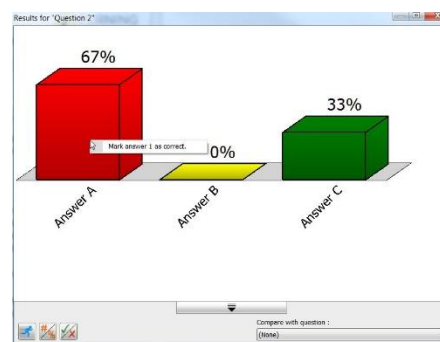- Demographics Assignment (competition)
- Attendance
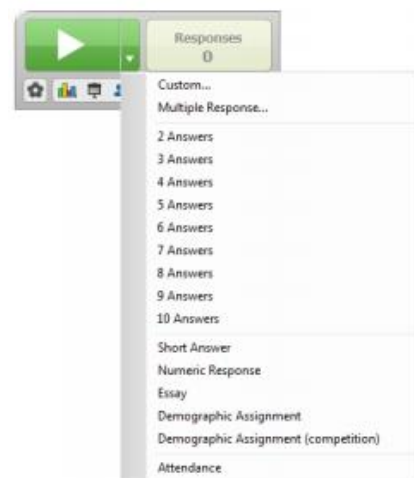
Figure 25: Quick Poll Question Types

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.
	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 on an NXT or RF Pulse ResponseCard.

PULSE USERS: If testing with Pulse clickers, the software steps are identical. However, the Pulse screen will look different. Just have cadets answer questions at their own pace using the Pulse clickers.

> **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.	pg. 20
2	Open and Log into TurningPoint Cloud.	pg. 20
3	Select Participant List (optional).	pg. 20
4	Select Content.	pg. 21

5	Click Self-Paced Polling

TPC Video Tutorial:
[NXT in Self-Paced](#)

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

Content
- ▼ 📁 Leadership Education
  - ▼ 📁 LE-100
    - ▶ 📁 C1- Intro to JROTC Programs
    - ▼ 📁 C2- Personal Behavior
      - ▶ 📁 L1- Note Taking and Study Skills
      - ▶ 📁 L2- Managing Stress
      - ▶ 📁 L3- Making Positive Decisions
      - ▼ 📁 L4- Emotional and Mental Health Care
        - 📄 LE100-C2L4 - Emotional and Mental Heal
        - 📄 LE100-C2L4 - LQ
        - 📄 LE100-C2L4 - MC Test
        - 📄 LE100-C2L4 - Supply Test
        - 📄 LE100-C2L4 - VQ
      - ▶ 📁 L5- Avoiding and Preventing Violence
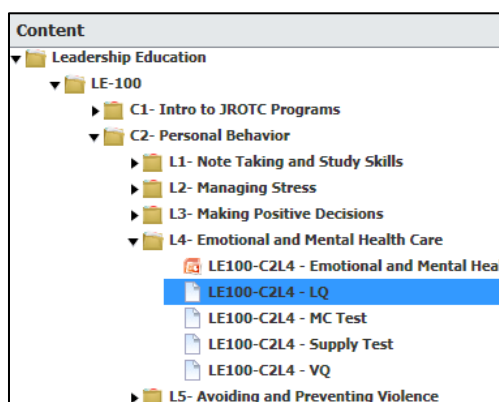
6 Click Accept Logins.

➢ Select the login option from the Participant Login drop-down menu. (Figure 26)

➢ 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.
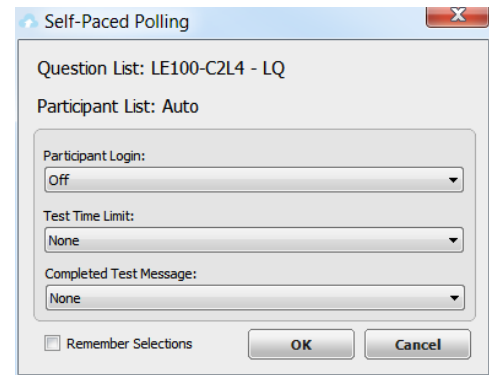
Figure 26: Accept Logins Menu

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 NXT device.

Welcome Screen

Battery Check

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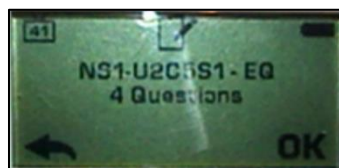
Test Title & # of Questions

Entering Test

➢ Students may now begin the test using the Function Keys (under the LCD screen), the black Number Pad keys, or keyboard
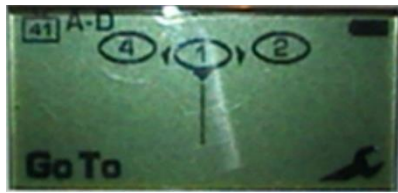
**Question Carousel
(unanswered)**

**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. (Figure 27)

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	✓	✓	✓	-	-

Individual Progress   Overall Progress   **Figure 27: Accept Logins Menu**

✓ = 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 (Figure 28) and have options to:
  1. **Return** to the questions to change/confirm answers.

  2. **Save/Send** tests and Exit the clicker out of testing mode.

    ▪ **IMPORTANT: Make sure all clickers have submitted their test and are out of testing mode before using clickers with another class.**
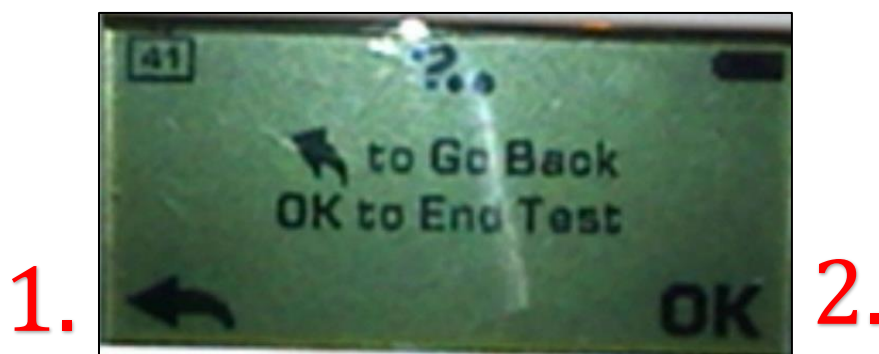
Figure 28: Self-Paced Mode – Completion Screen

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

➢ 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 TPC.
➢ Close the application to return to the TurningPoint Cloud Dashboard.

For in-depth, visual directions for running a Self-Paced Polling test, watch this video:
http://www.screencast.com/t/CiWhGKmPVIF on the Air Force JROTC Training Library
(www.tinyurl.com/AFJROTC-Training).
Use the built-in Table of Contents to jump to section CH3 T3 (at the 1:29:36 mark).

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.

Figure 29: Session Overview

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

   - The *Session Overview* screen is displayed. (Figure 29)

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

   - **TIP:** Double-clicking the session name will also open the reports window.
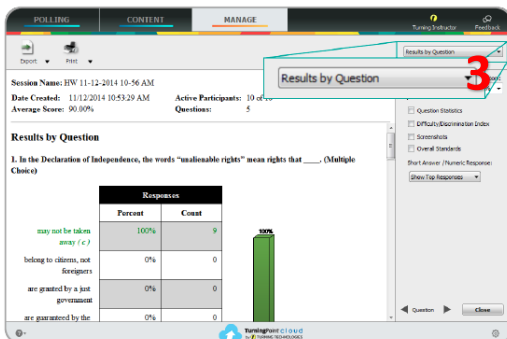
Figure 30: Report Window

3. Select the report type from the drop-down menu in the upper right corner. (Figure 30)

- 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 30), click the **Export** [Export] icon and select one of the following options when available:
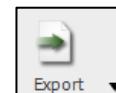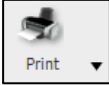
   - **CSV**- CSV files are plain text files that can be opened with various programs.
   - **Excel**- Saves the file as a Microsoft Excel spreadsheet with native Excel charts for manual manipulation.

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

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

Task #3: Save & Print PDF Reports

TurningPoint Cloud 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 30), 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 31) 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.
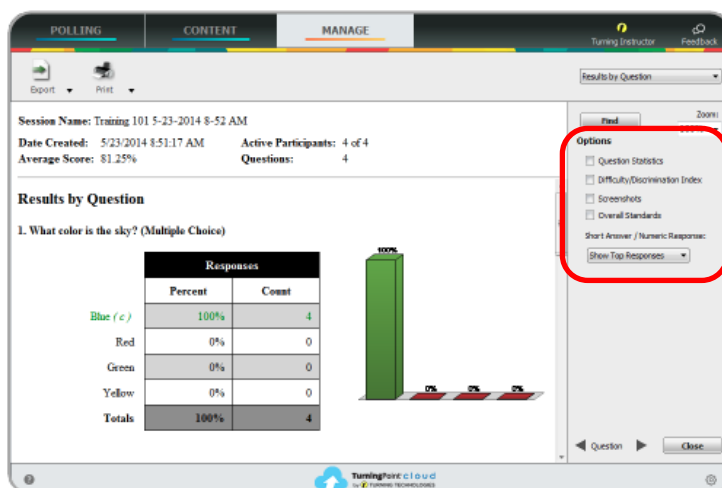
Figure 31: Results by Question Report

Results by Participant

The default Results by Participant report (Figure 32) 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.
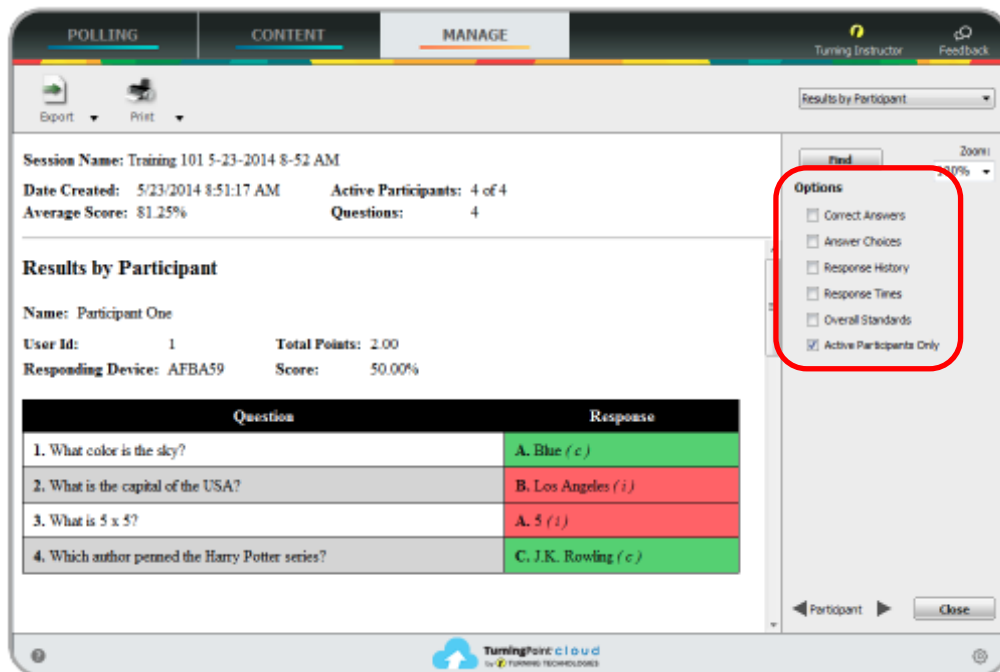
Figure 32: Results by Participant Report

Results Detail

The default Results Detail report (Figure 33) 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.
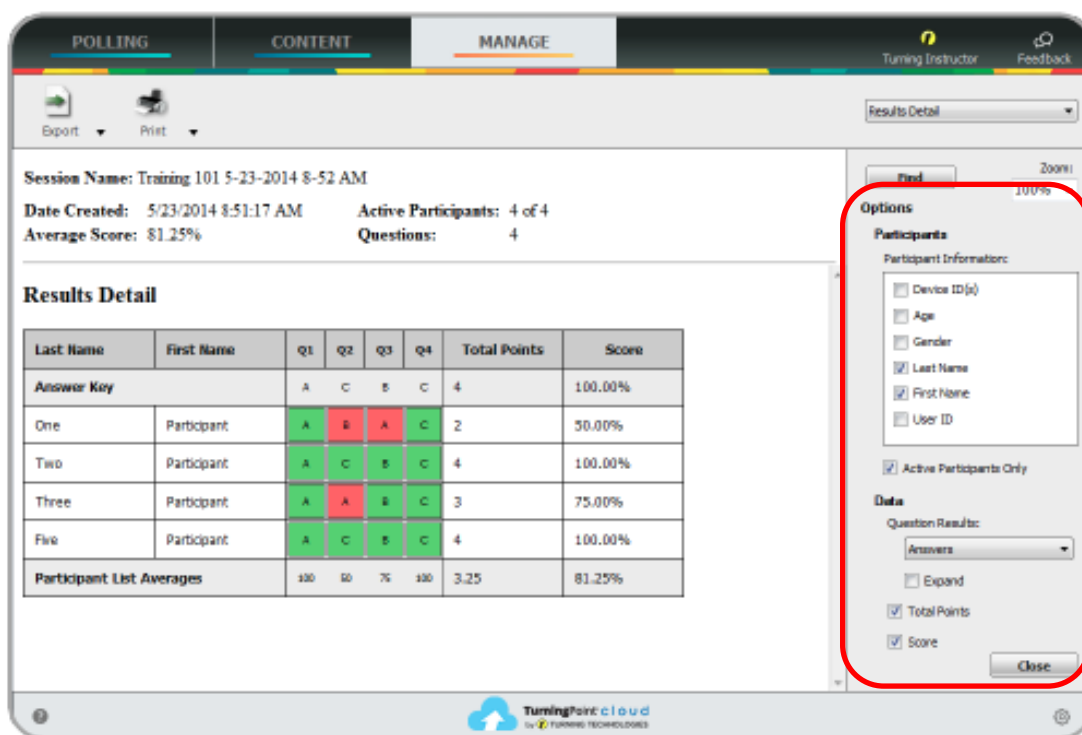
Figure 32: Results by Participant Report

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 TPC 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
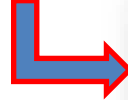
Task #1: Participant Leaderboard

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 Vocabulary 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). To return, just click on the "Last Slide" icon in the upper-right.

Points	Participant	Points	Participant
20	Bravo, Sally		
20	Charlie, Bill		

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

> **TPC Benefit #7:** TPC'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 assigns participants to teams for competitions and is also considered a demographic slide.

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

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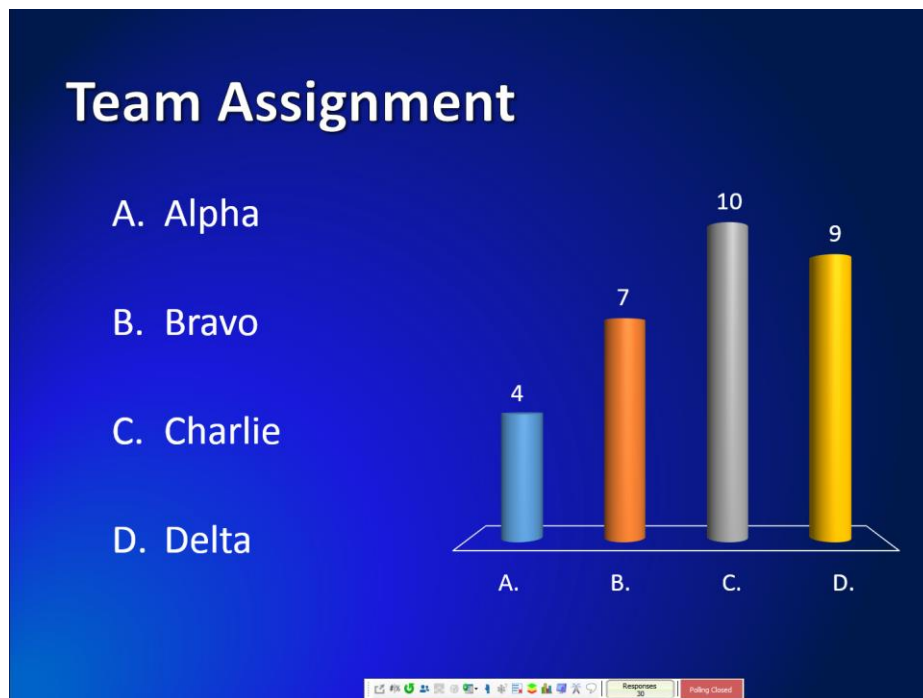
> ➢ **TIP:** Team Names are Alpha, Bravo, Charlie and Delta by default. However, you can change them to whatever you would like; limit of 10!

Task #3: Team Leaderboard

The **Team Leaderboard** displays teams ranked by their total points. Team scoring works by calculating the point total for all of the 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 Vocabulary Question slide. When clicked it will take you to the **Team Leaderboard slide** (below) at the end of the PPT and allow you to easily return.

Team Scores

Points	Team	Points	Team
16.67	Delta		
12.5	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 participant list, 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
30	Delta	17
20	Alpha	27

Appendix 1: How to Register for Turning Account & Sign-In to TPC

1. Go to https://account.turningtechnologies.com/account/.
2. Enter your AFJROTC email.
   - ➤ **VERY IMPORTANT:** Do <u>NOT</u> use a school/personal email!
3. Click **Create Account**.
   - ➤ If you receive a message that your email is already in use, click **Sign-In**.
   - ➤ Enter a password OR select **Forgot your password?**
   - ➤ One the password is created or renewed, close out of the browser and continue on Step 9.
4. After creating a Turning Account, you should receive an email from Turning Technologies (pictured below).
   - ➤ If you do NOT receive it, check your SPAM folder. If it is not there, send an email (from your AFJROTC account) to Andy Bennetts: andy@intlrn.com.
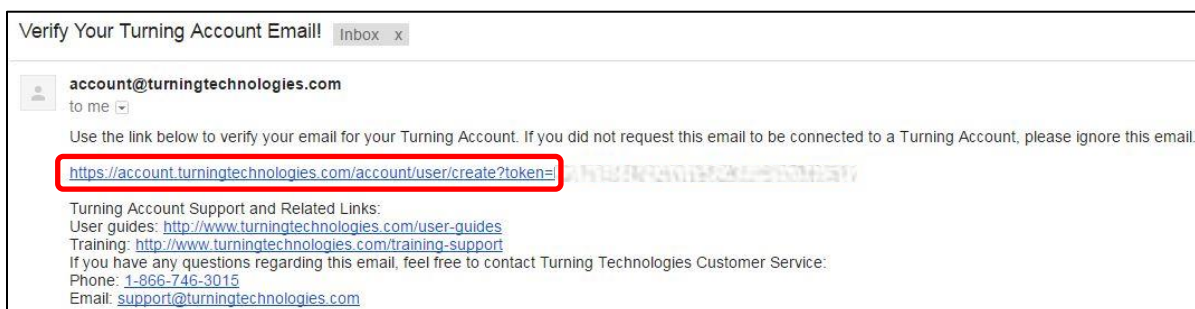
5. Click on the **activation link** to setup your Turning Account and password.
6. Fill out your personal information, agree to the EULA and Terms of Use. Click **Finish**.

7. You **DO NOT** need to input any license codes or device IDs. Click **Finish**.
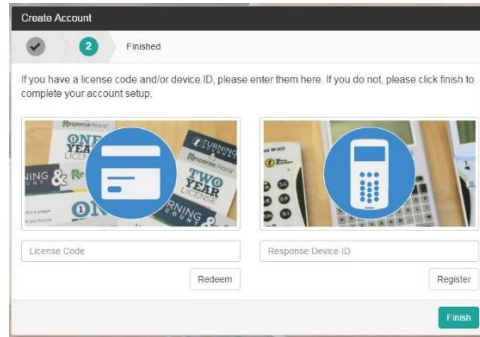
8. Your Turning Account is now setup! **Close out of your browser and proceed to the next step**.
   ➢ **You do not need to return to this website to access or run TPC.**

9. Launch the TPC software from your Turning RF Receiver.
   ➢ **NOTE:** TPC will attempt to connect to the internet every time it is launched. Therefore, the first time you launch TPC, you need to be connected to the Internet.
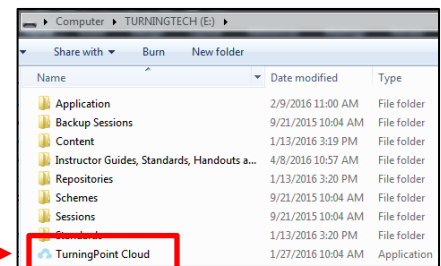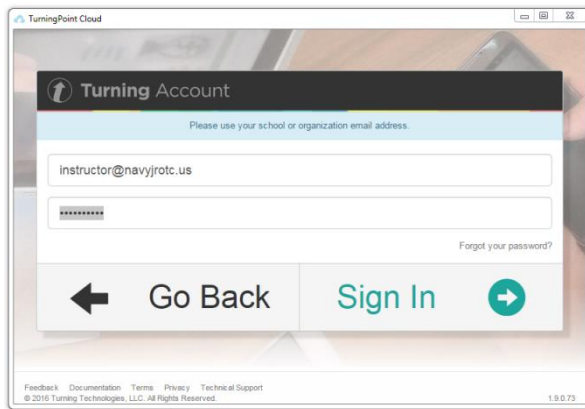
7. Enter your AFJROTC email and Turning Account password and select **Sign In**. (left)

8. **FIRST TIME**: Once logged in, click the ⚙ in the lower-right corner of the Dashboard to set an Offline Password.
   ➢ This ensures that you have access to TPC regardless of your Internet connectivity.

9. Select "**Set Password**" from the Preferences menu.

10. Type in your Offline Password and click **Set**.
    ➢ We suggest using your existing Turning Account password.
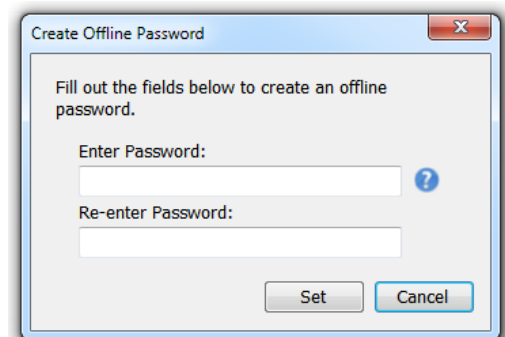
Appendix 2: Taking Attendance with TPC

TPC 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 Cloud polling slides, however the TurningPoint Cloud 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 TPC 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 Cloud 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 participant list or if a participant list 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.
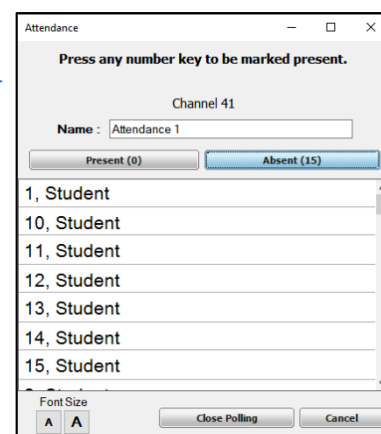
5. When you are finished taking attendance, click **Close Polling**.

Taking Attendance in Anywhere Polling

1. From the TPC 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 participant list or if a participant list 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 3: How to Replace 'No-Install' TPC Software

This document provides the steps needed to replace all of the files and folders associated with the TPC No-Install software on your AFJROTC or NJROTC Curriculum drive. Only complete these steps if TPC is not functioning correctly (not updating, not launching, etc.) or as directed by your Turning Technologies' representative (Andy or Steve).

1. Plug your JROTC Curriculum drive into the computer.

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

3. Go to https://www.turningtechnologies.com/downloads

4. Locate and "TurningPoint Cloud PC No Install" v7.x

    a. **Do NOT install any software v8 or later! Make sure it says "Cloud."**

5. Fill out the requested information and Agree to the Terms on the Software Downloads Registration page.

6. Click the button.

7. Save the Application.

8. Once downloaded, open the install file (probably in your Downloads folder).
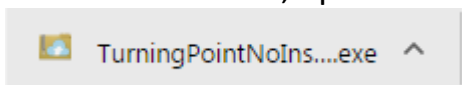
9. Select "Run" from the pop-up window.

10. Unzip the files onto your Desktop.

11. Once the Unzip is successful, open the folder on your Desktop.

12. Copy and Paste the files and folders from the unzipped folder INTO your AFJROTC or NJROTC Curriculum drive.
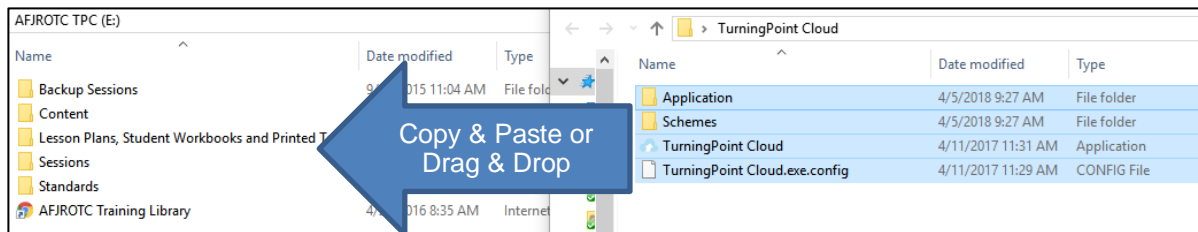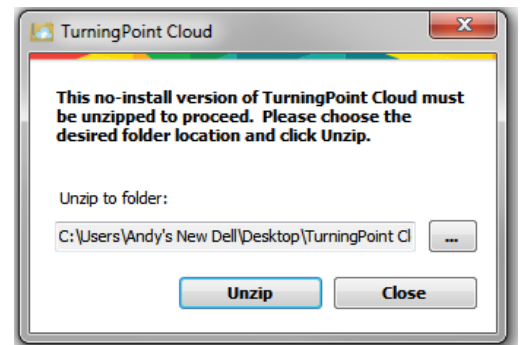
13. Launch and log into TPC from the receiver to confirm that the software is functional.

Appendix 4: How to Fix Storage Issue on TPC Thumbdrive

TPC has a handy feature that allows you to continue prior sessions in all polling environments; PowerPoint, Anywhere, and Self-Paced. Howerver, utilizing this option within PowerPoint can make for very large session files since TPC saves a duplicate copy of the PPT file preserving the session file (clicker responses).

If you are running out of room on your TPC Receiver, or you don't plan on using the **Continue Session** feature within PowerPoint, follow the steps below to turn that setting off and reduce the size of your session files.

1. Click the "Gear" in the lower right-hand corner of the TPC "Dashboard" and select "PowerPoint" on the left side menu as shown below.

2. Scroll to the very bottom and UNCHECK the box next to **Include PowerPoint Presentation.**
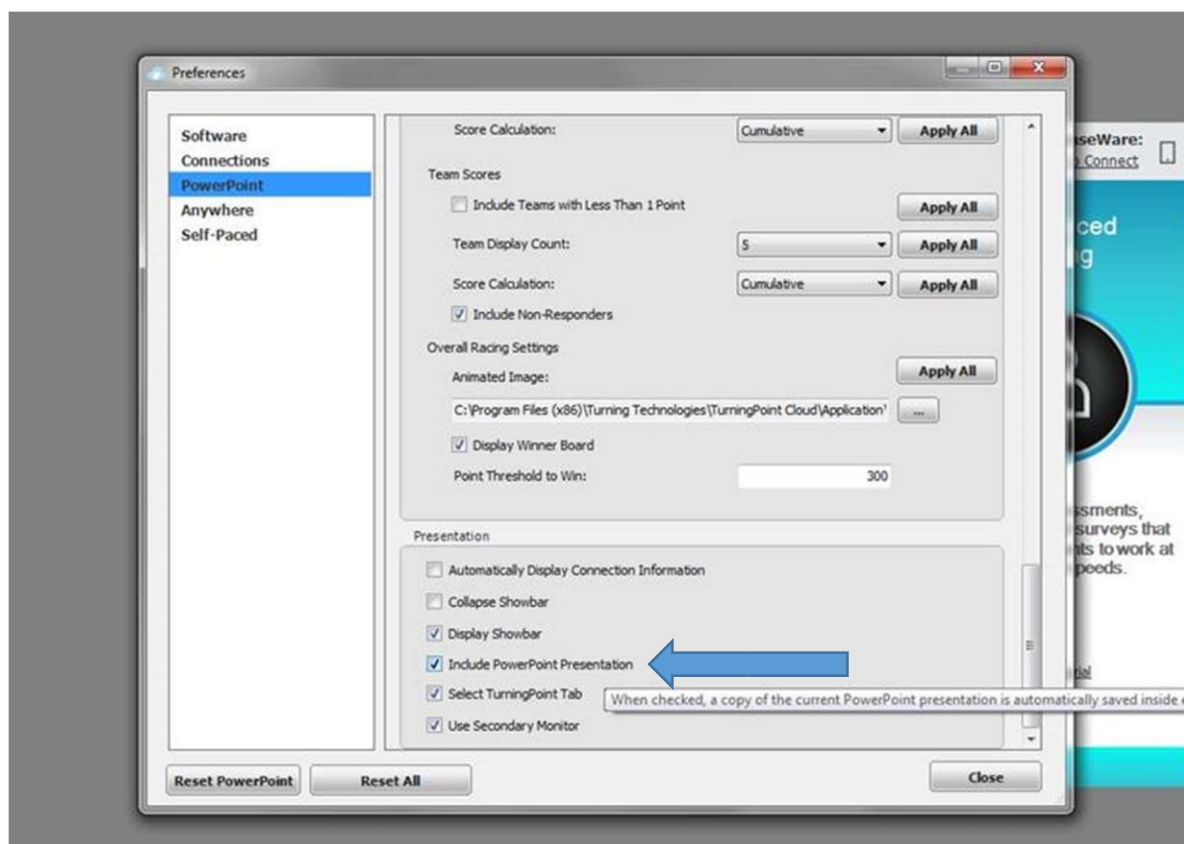
3. Press the CLOSE button after clearing the checkmark and your file sizes will decrease in size.

Appendix 5: QT2 Quick Start Guide

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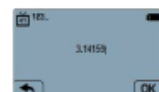
Exit Test - Exits a test. Unanswered questions are displayed.

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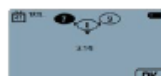
Numeric Response - Enter the response using the number pad, press OK once you have made your selection.

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.

Appendix 6: NXT Quick Start Guide

ResponseCard® NXT
Quick Start *Presentation Mode*

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

Channel Indicator
Back
Left Function Key
Channel
Number Pad
Symbol Input

Battery Life Requires 2 AAA Batteries
Toolbox
Left, Right and Enter Keys
Right Function Key
Input Mode
Delete Key
Decimal/Space Key

THE TOOLBOX

Find Channels - Automatically detects the receivers within range of the ResponseCard NXT. Scroll through the rolodex using the left or right arrow keys to find your channel. Press the Enter button to set the channel.

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

Device Info - Device Info displays the Device ID.

Contrast - Use the left or right arrows to adjust the contrast of the objects. Press the Enter button to save.

Your I.D. - Assigns an alphanumeric identi ication to the ResponseCard.

CHANGING THE CHANNEL

Use the steps below to manually set the channel or refer to *The Toolbox: Find Channels*.

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 the **Enter** button.

RESPONDING

During the presentation, the ResponseCard NXT 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 question

txt   Essay question

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

● ● ● The response is being sent.

● ● ✔ The response was sent successfully.

Below are some examples of how the available question types and various screens appear on the ResponseCard NXT.

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.

Short Answer - Short Answer questions require a text response. Once the text has been entered, press **OK** to transmit your answer.
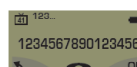
Numeric Response - Numeric Response questions require more than one number to be entered. Once the answer has been entered, press OK to transmit your answer choice.

Essay - Essay questions require a string of text. Once the answer has been entered, press OK to transmit your answer choice.

Multiple Response - Multiple Response questions have more than one possible answer. Enter your answer choices and then press OK to transmit your answer choices. Your response may be alpha or numeric.
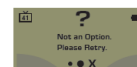
Invalid Response - If you see this screen after sending a response, it means that the response was invalid. For example, answer options are A - D, and you submitted E as your answer choice.

Incorrect Channel - This screen is to alert you that the ResponseCard NXT is not on the correct channel or that the device is unable to communicate with the receiver.
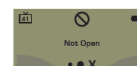
Polling Closed - This screen indicates that polling is closed and answers are not being accepted.

ResponseCard® NXT

Quick Start *Test Mode*

THE TOOLBOX

Find Channels - Automatically detects the receivers within range of the ResponseCard NXT. Scroll through the rolodex using the left or right arrow keys to find your channel. Press the Enter button to set the channel.

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

Device Info - Device Info displays the Device ID.

Contrast - Use the left or right arrows to adjust the contrast of the objects. Press the Enter button to save.

Your I.D. - Assigns an alphanumeric identiication to the ResponseCard.

Test Info - Displays the test name, version number (if applicable) and question count. This option is only available while in Test Mode.

Delete Test - Deletes the current test from the ResponseCard. This option is only available while in Test Mode.

Send Test - Sends the current test to the host computer. This option is only available while in Test Mode.

CHANGING THE CHANNEL

Before logging into a test, the ResponseCard NXT 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 the **Enter** button.

LOGGING INTO A TEST

1. Press a **button** on the ResponseCard 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 left function 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 the 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 ResponseCard 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 button that corresponds to the answer choice. Answer choices can be alpha or numeric.

Short Answer - Enter the text using the number pad, similar to cell phone texting. Press OK once you have made your

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

Essay - Enter the text using the number pad, similar to cell phone texting. Press OK once you have made your selection.

Multiple Response - Enter your answer choices and then press OK once you have made your selection. Answer choices can be alpha or numeric.

True or False - Press 1/A for True or 2/B for False.

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 left function key.
2. Use the number pad to enter the question number.
3. Press the Enter button to be taken to the question.

SENDING A TEST

When answering the last question of the test, you will receive a message that the test is complete or incomplete.

Completed Test

1. Press the right function key to send the test.
   TIP: Press the left function key to return to the test and review your answers.
2. The ResponseCard NXT will save the test and send it to the host computer.

Incomplete Test

1. The ResponseCard NXT displays a list of the incomplete questions and then prompts you to send the test.
2. Press the left function key twice to return to the test.
3. You are automatically taken to the unanswered questions.
4. Once all the questions have been answered, you will receive a message that the test is complete.