

TurningPoint Setup and Integration with D2L

Center for Teaching & Learning

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Purpose

The purpose of this tutorial is to set up your class, with TurningPoint. These directions will allow TurningPoint to recognize all of the students in your class and which clicker belongs to which student.

How do Students Register their Clickers?

The first step of setting up TurningPoint for your class cannot be done until all of your students have registered their clickers. The following are the steps your students must take to get registered: *(Note: if they bought a used clicker going through this process may result in error, you may need to contact IT).*

1. Go to the “MyU” portal and log in.
2. Click the “Technology” tab.
3. Click “Teaching Technology”.
4. Click “Audience Response System - Clickers” (They will get a pop up box on their screen).
5. Scroll down, Click “Registering Your Clicker”
6. This will open up directions for your students to follow (You can save a copy of these directions and post them in D2L for students to obtain easy access).

Setup

Note: TurningPoint does not work on Macs, TurningPoint Anywhere does work on macs but this software is not currently being supported by USD.

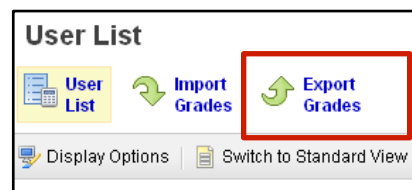
The following are directions to set TurningPoint up in your classroom.

Students must all have their clickers registered before you do this! We recommend not to do any TurningPoint setup until ALL students have their clickers registered!

Downloading a Classlist

First, you must download a classlist that the portal website can match up the correct clicker with the correct student. The following steps are to download you class list (STUDENTS MUST ALREADY BE REGISTERED).

1. Log into D2L, enter your class, go to your gradebook and click “export grades”.



2. Check “**Org Defined ID**”, “**Last Name**”, and “**First Name**”
3. Uncheck any “**Grade Values**” (You will not need grade values, you will only need “Org Defined ID” and “First/Last Name”).
4. Click “**Export to CSV**” (This will save the file of all those students, make sure you know where you save this file, it will be very important for the next steps).

Export Options

Export Grade Items For: All users

Key Field: Org Defined ID
 Username
 Both

Grade Values: Points grade
 Grade Scheme

User Details: Last Name
 First Name
 Email

Making Your TurningPoint Participant List

Once you have a D2L classlist with all the needed information, you have to make that D2L list compatible with TurningPoint. *This file is very important; you will need it for the rest of your TurningPoint experience!* To make the classlist compatible follow these steps:

1. Log into your “**MyU**” account.
2. Click the “**Technology**” tab.
3. Click “**Downloads**”.
4. Click “**Audience Response System - Clickers**” (You will get a pop up window).
5. Scroll down, and click “**Integration with Desire2Learn**” (This will open a new tab).
6. **Log in** using your USD log in information.
7. Click “**Upload your Desire2Learn roster**”, click “**Choose a File**”, find your file and click **Submit** (The file of all your students, you just saved).
8. Click “**List Your Saved Desire2Learn Roster/ Generate Turning Point File**”.
9. Click “**Generate TurningPoint File**”
10. **Save** the new converted file to your computer. (This file is now compatible with TurningPoint. Make certain you know where this file is, it will be very important throughout your TurningPoint experience).

Editing Your TurningPoint Participant List

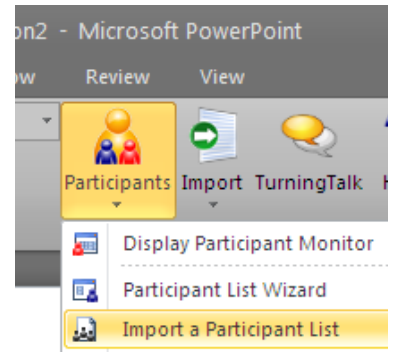
Option 1: You can create a new list by re-generating it and saving it to your computer, by following the steps above.

Option 2: Manually type the student’s clicker ID into your current list (*Note: if you do this manually be sure the student still registers, otherwise the website will not have this information, only you will.*)

Entering TurningPoint

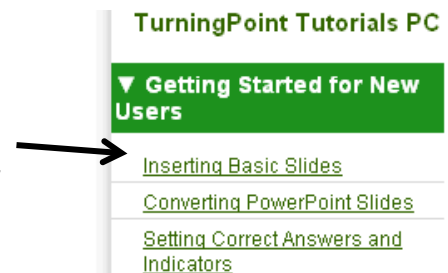
Note: TurningPoint can work with Microsoft PowerPoint®, but can have problems, so it is better to make your Power Points in TurningPoint.

1. Go into **TurningPoint**.
2. Click the “**TurningPoint 2008**” tab, select “**Participants**” and click “**Import a Participant List**”.
3. Find your list and click “**Open**”.
4. Select your class list under “Participant List”, on the side of your screen.
5. Now you have linked the clickers with your students for your class!



Making Slides in TurningPoint

Note: If you use a link to a website in your TurningPoint presentation and access that site via clicking that link, your TurningPoint presentation will crash when you get to your next question slide. It is a TurningPoint error that has not yet been resolved.



A good reference for making slides, setting up correct answers and indicators, and converting power point slides to TurningPoint slides can be found at:

<http://trainingportal.turningtechnologies.com/turningPoint.cfm>

Creating Basic Slides

Here are the steps to create a **basic slide**:

1. Click “**TurningPoint 2008**” tab.
2. Click “**Insert Slide**” and select one of the chart options.
3. Type question into slide where it says “**Enter Text**”.
4. Click into text field below and type answer choices (click enter to add another option).
5. **Click outside text box** and chart will automatically update when finished.

Setting Correct Answers and Indicators

After creating the slide and setting up the question, you will be using the gray setting pane on the right hand side of the screen.

1. Select value for the correct answer (the correct answer will reflect the default points, you can change this by typing a different number into the points box).

Optional: to display correct answer to the class after polling is closed select “TurningPoint 2008” tab, “Insert Object”, “Correct Answer Indicator”, choose desired indicator (will show after polling closes).

Converting PowerPoint Slides to TurningPoint Slides

We recommend that you create TurningPoint slides for TurningPoint, however if you have a previous Power Point that you would like to use with TurningPoint here are the steps to follow:

1. Open your Power Point slides (you must have your questions in TurningPoint format, with the questions in the title field and the answer choices with bullets below).
2. Select “TurningPoint2008” tab.
3. Click “Insert Object”; Select one of the chart options.
4. The slide will than turn into a TurningPoint slide (allowing you to set correct answers).

Using TurningPoint Slides

Changing Channels

If your students are not on the right channel, they will not be able to respond to your questions! Make sure your students are all on the same channel before you start!

Steps for students to change Channels on their clickers:

For older clickers (clicker without a screen).

1. Click “Go”
2. Type in the desired channel number
3. Click “Go”
4. Press number 1

For Newer clickers (clickers with a screen)

1. Click “Ch”
2. Type in channel number
3. Click “Ch”

Resetting Slides of a Previous Session

Note: when you want to run a new presentation, you need to reset the slides (if you have used them before) so that you do not overwrite any information.

1. Select “TurningPoint2008” tab.
2. Click “Reset”, “Session” (charts should reset).

Starting a TurningPoint Session

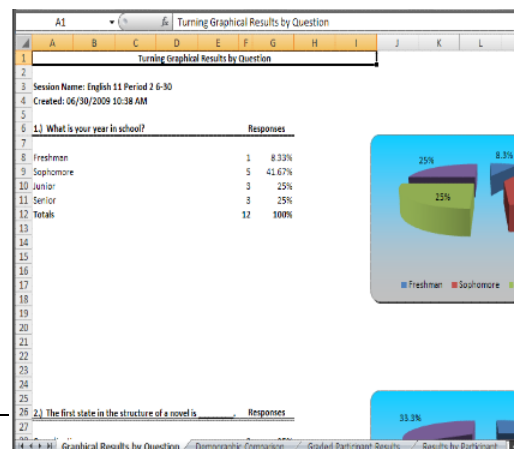
The following are the steps to follow when starting a session:

1. Select your participant list (from the gray box on the right side of your screen).
2. Click “Slideshow” tab
3. Click “From Beginning”
4. The “Show Bar” will then appear (this will only show when you are in presentation mode). The show bar will let you know what the status of the polling is (ex. number for students that responded)
5. Select enter, to close polling and advance to the next slide (the chart will show results, click again to go to the next question, polling will automatically open).
6. Select “esc” to exit slide show view, when your power point is complete.
7. Save your session by clicking “TurningPoint2008” tab, “Save Session”, Name your session file, save. **NOTE: (By saving, you will save all the data that was collected when your students answered your questions. You will use this information when generating reports.)**

Generating Reports

A good source for generating reports can be found on the TurningPoint website at <http://trainingportal.turningtechnologies.com/turningPoint.cfm>, click on “Generating Reports” on the left hand side of the screen, under “Getting Started for New Users”. To generate a report of the data from your presentation follow these steps:

- 1.) Select the TurningPoint 2008 tab
- 2.) Click “tools”
- 3.) Select “Reports”



- 4.) A window will pop up and allow you to choose a session file
- 5.) Select session, then click the “Reports” tab
- 6.) Select the desired reports by checking the box next to them
- 7.) Click generate report
- 8.) An Excel book will open with all your data in it, data is separated in the different tabs located at the bottom of the screen.

There are five different tabs:

- a) *Graphic Results by Question*: Allows you to see the overall results of each question.
- b) *Demographic Comparison*: Allows you to see answers by demographics; you can see how the different assigned demographic groups responded throughout the presentation.
- c) *Graded Participants*: Breaks down the results so you can view individual grades; scroll to the right to see overall results
- d) *Results by Participants*: Allows you to see individual results for each participant, but also groups together detailed results for each participant.
- e) *Standard Report*: Allows you to view the data by individual or group by aligning to assigned content standards.

When you are finished viewing your reports you can save them as an Excel file for later reference, or just re-select the session in TurningPoint at a later time.