TurningPoint Cloud
Instructor User Guide

TAC’s Got Your Back

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1. TurningPoint Cloud Navigation

1.1. Polling Tab

This window is by default once logged into the TurningPoint Cloud software or by selecting the Polling tab.

1. Participants – A group of imported participant lists from Canvas.
2. Content – A view of all the imported polling documents.
3. Receiver – An indication that a receiver is recognized with a denoted channel number underlined (e.g. 35 indicates channel 35).
4. ResponseWare – Access to the interface for polling with the ResponseWare.
7. TurningPoint Cloud Software Update – Interface to update the TurningPoint Cloud software.
8. Preferences – Managing preferences within TurningPoint Cloud software.
1.2. Content Tab

This window can be located by selecting the **Content tab**.

1. **Content drop-down menu** – A dropdown menu with options to create, import or export a question list or TurningPoint presentation.
2. **Content** – A view of all the imported question lists and TurningPoint presentations. Single click on any item to show a preview of the contents. Double click on any item to open it for editing.
3. **Question List Overview** – a preview of the question list that is selected, including number of questions and a preview of each question.
4. **Edit Question List** – A button that allows the user to open and edit the currently selected question list or PowerPoint presentation.
1.3. Manage Tab

This window can be located by selecting the **Manage tab**.

1. **Participant list drop-down menu** – A dropdown menu with options to add new participant lists, including importing a participant list from Canvas.
2. **Session drop-down menu** – A menu with options to import, export or merge saved session files.
3. **Participant/session data** – A collection of all the participant lists that are imported into the TurningPoint software. Participant lists can be expanded to reveal sessions that have been saved to a specific participant list.
4. **Overview** – A preview of the selected participant list or session file.
5. **Edit Participants/Results Manager** – A button which allows a participant list to be edited or Results Manager to be opened.
2. TurningPoint Cloud Preferences Menu

At the bottom of each screen in TurningPoint Cloud is a button that links to the pop-up Preferences menu. From here, preferences and customizations can be configured to fit the user of the TurningPoint software. All preferences are organized in 5 different tabs: Software, Connections, PowerPoint, Anywhere, Self-Paced.

Below is an overview of some of the more significant preferences available.

Administration
- Backup session files for a specified number of days.
- Change the default location for saving files.

Connections
Response Devices
- Change response card (receiver) channels.
- Test response card connection from a clicker.

PresenterCard
- Pair a PresenterCard to a receiver.
PowerPoint

- Change the default number of answer options for a Quick Poll question.
- Change the default font and font size of a Quick Poll question.
- Modify bullet format for a Quick Poll question.

Charts

- Change default chart color scheme for PowerPoint.
- Change default chart type and chart values to be displayed.

Questions

- Option to only select students’ first response.
- Option to begin polling automatically.
3. Setting your preferences in TurningPoint Cloud

1. As soon as you open TurningPoint Cloud software from the flash drive. Navigate over to the Polling tab.
2. Click on the Receiver number which opens up the Preferences window.
3. In the Preferences window. Make sure that you see a number beside the Receiver in the Response Card Channels. The number you see here is the Device ID on the back of your flash drive.
4. Now select your channel number that you would like to use for the session. By default, your channel number is 41 and you can easily change it to any number (1 to 82) you would like to use by on dropdown menu.

Note:
- It is always advised to use some other channel rather than the default channel 41 in order to avoid any conflicts with with classes nearby.
- The Receiver channel number needs to be changed only once. It will remain on the same channel number unless it is changed again.
4. Enabling ResponseWare

1. Reserving a Session Name

Under the Polling tab, in the top-right corner click on **ResponseWare: Click to Connect**.

Type in a desired Session ID in the new pop-up window and click **Reserve**.

*By default, “Random” is selected in the Session ID.

2. Starting Session

Confirm that the Session ID you just made is selected in the dropdown menu and click **Start Session**.

Once the Session has started, click back to the **Polling** tab window.

3. Anywhere Polling with ResponseWare

Select your desired participant list in the left and question list if you have one.

Click on **Anywhere Polling** to start the polling.

Click on the Connection Info (__) button in the show bar to make sure that your **Channel Number** and **Session ID** are displayed.

Click the Green Start button to poll, and when done click the Green Stop button to stop.

4. Saving the Session

When done polling, save the session and click **End Session** in the ResponseWare mini window.

*By default, if you force exit, TurningPoint Cloud will alert you to save the current session. Save if necessary.
5. Importing a Participant List from Canvas in TurningPoint Cloud

1. Importing a Participant list from Canvas

From the TurningPoint Cloud Dashboard. Navigate over to the Manage tab and click on the Participant list.

Then under the dropdown menu select New and a window called Create Participant list pops up.

2. Downloading from Integration Canvas

Select Download from Integration in the Create Participant List dialog box and click on Create List.

You should then be at the Connect to Integration pop-up window.

3. Connect to Integration

In the Integration dropdown menu, select Canvas as your LMS.

Enter the Server Address as:
https://oregonstate.turningtechnologies.com

Click Remember this information and Connect.

4. Entering ONID Credentials

In the next pop-up window enter your ONID Username and ONID password into the fields.

Click Login.
5. Authorization

Confirm your credentials and click Authorize.

6. Selecting the appropriate Course

In the Import Participant List select the Course(s) from which you want to import your participant list and click Import.

7. Participant List Overview

Once you have imported the participant list(s) you should see it in the left column in the Manage tab. Selecting the participant list will enable you to view the name of the course, section, number of participants, device ID, etc.

Note: Students’ License Status must be Active in order to receive their grades.
6. Creating a Question List in TurningPoint Cloud – Anywhere

6.1 Creating a Question List

Open TurningPoint Cloud software. Navigate over to the Content tab in the Dashboard.

Then, click on the Content and Select New and then Question List for creating a new question list.

A window pops up so you can enter the Name, Description and Preferences about the question list.

6.2 Question List Pop-up Window

In the pop-up window, enter the appropriate name (e.g. class name/section name) for the question list and a short description can also be added.

Preferences:
If you click on preferences under the description field. You will be able to adjust the specific settings for the question list.

Polling Options:
If you scroll down, you will see there are also Polling options that can be tailored for the question list.

*The information here does not need to be accurate, just enter tentative values, you can always edit the values in the later sections.

*You may save the preferences by clicking Save As Preset, give it a name, click Add, and then Save. Then the next time you want to create a question list, you can select the preset under User Preset.
Creating/Editing Questions in TurningPoint Cloud

Once you save your settings and preferences in the pop-up window. You will be guided into the question list overview that contains each individual question as seen below.

Navigation summary for creating/editing a Question List

1. To add (or delete) a question, click on the Question button and select add (or delete).

2. For each question, you can select what type of question you want for your presentation and how many answer choices there can be.

3. Double click the question itself to expand and show the fields, where you can type in a question and the answers.

4. Points can also be allotted with a **correct** answer under **Scoring Options**.

5. You **must select a correct answer** in order for points to apply to a question.

6. You can also edit the **Question options** and **Polling options** for each question.

7. Once you are complete with your question list click **Save and Close**.
**Entering/Editing Individual Questions and Answers**

When you double click the question or the edit button on the right of each question ( ), you will be able to edit each individual question and their answers.

1. You can enter your Question here.
2. You can enter your Answer choices here.
3. Indicate the Correct answer under Scoring Options. By default, all of the other answers change to Incorrect. You may also assign a specific amount of point values for a Correct or Incorrect answer. *Points only apply if you selected a correct answer. If the question is left empty, it won’t have a grade value.*
4. There are also additional features that can be configured such as Polling Options and Question Options.
5. To navigate through different questions, there are back and forth arrows at the bottom right of the window.
6. When done editing question, you can click Close or the back arrow button ( ) top-right of the window.

7. After all the questions have been completed and you are back in the question list overview, you may click Save and Close located at the bottom-right of the window.
Renaming your Question List
When you have saved your question list(s) and decide to change the name or description. Proceed to the Content tab and click on your question list, then the edit button ( ) to rename the question list name and description.

Creating a new folder for Question List(s)
Navigate to the Folder dropdown and select New, then give the appropriate name to the folder.

To organize question lists for certain courses in an orderly fashion, you may create a folder with the name of the course. Then click-and-drag the question list(s) that are relevant to the folder.

The example here shows that “Sample Question List” is in the Class Name Here folder. But “Sample Question List 2” is not in the folder.

Reviewing your Question List
If you would like to review your question list, navigate to the Content tab and select the designated question list. Then to the right should be a preview window where you can use the left and right arrow buttons to move between questions.

If there is a need to Edit the question list, just select the Edit Question List button on the bottom right of window and make changes accordingly.
7. Polling Students with Anywhere Polling

7.1. Anywhere Polling with a Question List

After you have downloaded your Participant list and created your Question list. You can start your Polling session by following the steps below:

1. Navigate to the Polling tab.
2. Under the Participants window on the left, select the appropriate Participant List.
3. Then under the Content window, select the appropriate Question List.
4. Click the Anywhere Polling option.

5. You should see a show bar with a Start button.
6. Click the Start button and it will start polling with your Question list.
7. When you have collected all the responses for one question, you may click the Stop button to display the results.
8. Once you’re done polling you should see a bar graph pop up. If not you can click on the graph icon ( ) in the polling window.
Anywhere Polling Show Bar options

Options – This button serves to Save a session or Reset the session and it also lists other options.

Chart – Toggle switch to display/hide the response graph of responses.

Presentation – Toggle switch to display/hide the question list presentation.

Response Display - Toggle switch to display/hide responses per device for the poll.

Response Grid - Toggle switch to display/hide a grid to see if the response was received from device.

Countdown Timer - Toggle switch to display/hide the countdown timer.

Connection Info - Toggle switch to display/hide the channel number.

Display Messaging Window - Toggle switch to display/hide the messaging window.

Minimize Show Bar - Toggle switch to minimize/maximize the show bar.

Saving the session for Anywhere Polling

When you are done polling, you may save your session by clicking on the Options ( ) and select Session > Save Session.

Once you click Save Session, by default your session will be saved in the Sessions Folder on your Turning Technologies flash drive with the date and time of the session.

Note: If you forget to save your session, the TurningPoint software will prompt you to save the session whenever you try to close it.
7.2. Polling Over a Different Application

We can use TurningPoint Cloud’s Anywhere Polling over any application such as Word, Keynote, and Prezi. Make sure you open your presentation before you start polling.

1. Select your participant list

First import your participant list into the TurningPoint Cloud software from Canvas.

Select the appropriate participant list.

2. Open the presentation and choose anywhere polling

Open the document with your application (e.g. MS Word, Keynote, Prezi, Webpage, etc.) that you are using for your presentation. Under the Polling tab, click on Anywhere Polling and a show bar will pop up.

3. Start the Polling

When your audience is ready to respond, click the Start button ( ) on the show bar and it will start collecting responses. When all of the responses are collected, click Stop ( ) to close the polling and display the results for the polling.
4. Displaying the correct answer

When the Polling is closes, the results will be displayed graphically in a bar chart. You may right click the correct answer, as to mark the answer as correct.

If the bar chart disappears, you may click on the Charts button ( ), which will display the bar chart results.

5. Saving the Session for Polling with other applications

When you are done polling, you may save your session by clicking on the Options ( ) and select Session > Save Session.

Once you click Save Session, by default your session will be saved in the Sessions Folder on your Turning Technologies flash drive with the date and time of the session.

Note: If you forget to save your session, the TurningPoint software will prompt you to save the session whenever you try to close it.
8. Managing Data Sessions

8.1. Managing a Session after Polling

1. Select a session to load

Navigate to the Manage tab and click on the black triangle next to a participant list to view the session files associated with it.

Select a session under the participant list and click Edit Session. This will open a new window with the session’s information.

2. Edit a saved session file

You may click on any question and use the toolbar on the right side of the window to:

1. Change answer to correct or incorrect
2. Change the point value for correct answer
3. Exclude the question from being graded

After you’re done, you may click on Save and Close. The changes are only made to the selected session in the specific participant list.
8.2. Renaming Session and Generating Reports

1. Select the appropriate Participant List and Session

Start by navigating to the Manage tab and selecting the correct participant list and correct session. A black arrow next to a participant list indicates there is a session associated with it.

2. Editing name of the session

To rename your session, click the Edit ( ) button and save it. Review the information in your Session Overview and make sure it is correct.

3. Generating the session reports

After checking the information of your session, click on Reports to generate a report.

If you realize that there were mistakes in the questions or answers, you may make changes by clicking on Edit Session, and then re-generate the Report. The changes should take effect in the new report.

4. Managing session reports

Within the reports, you may select different types of reports by clicking the dropdown menu in the top-right of the window (Results by Question).

The reports are defaulted to Results by Question but you may choose a different one if desired.

To export a report, click Export, choose Excel, and then Export Workbook. A copy of the report will be saved in Excel format to your session folder on the flash drive.

*Excel is required to export a report.

Click Close on the bottom-right to exit when done.
9. Updating Participant List

1. Updating the Participant List

In the Participant List Overview, select **Update** in the top-right

This will ensure that your participant list is the most recent from Canvas.

2. Connecting to Canvas with Credentials

Click on the **Integration** dropdown menu and select **Canvas** as your LMS.

Enter the server address as: [https://oregonstate.turningtechnologies.com](https://oregonstate.turningtechnologies.com)

Select Remember this information so you don’t need to re-type the server address.

Click **Connect** and a pop-up window should come up.

Enter your **ONID Username** and **ONID password** in the username and password fields.

Click **Authorize** and a new pop-up window to **Update Participant** should come up.

Select the appropriate participant you would like to update and click **Update List**.
Exporting session results to Canvas

1. Exporting sessions to Canvas

Once you finish viewing your reports, close your session so that you are back to the Session Overview window. Now select the Participant List where your session is located.

2. Participant List Overview

Once you click the Participant List, you should be able to review the information on the right-side (Participant List Overview).

When done reviewing, click on Results Manager.

3. Results Manager

In the Results Manager you should see a summary of all your sessions. When done reviewing the session information and point distributions, click on Integrations at the top.

A window should pop up for you to Connect to Integration.
4. Connecting to Integration (Canvas)

Click on the *Integration* dropdown menu and select **Canvas** as your LMS.

Enter the server address as: **https://oregonstate.turningtechnologies.com**

Select Remember this information so you don’t need to re-type the server address.

Click **Connect** and a pop-up window should come up.

Enter your **ONID Username** and **ONID password** in the username and password fields.

Click **Authorize** and a new pop-up window to update participant or **Export Session** should come up.

5. Exporting the Sessions to Canvas

Choose **Export Session(s)** and select the sessions (columns) you would like to transfer to Canvas and then click on **Export**. This will create a new column(s) in the grade center of Canvas.
Updating the Software

1. Initiate the Update

Click on the TurningPoint Cloud logo near the bottom of the window.

Then a pop-up window should show you the version of TurningPoint Cloud software you currently have.

2. Checking for Updates

Click on Check For Updates...

If there is a new update, you should see the window that has the new update version.

3. Installing the Update

Click Install Update.

Just wait for the software to update by itself.

Once the update is done it will prompt you to relaunch, click on Install and Relaunch.

4. Relaunch to Finish the Update

When the software relaunches, select North/South America for the Region. It should be selected by default and click Connect.

You should now be at the login screen for the TurningPoint Cloud software.

*To check if your software updated, redo the steps to updating the software and if it says that your software is up to date, then you have the newest software.