TurningPoint Cloud
Instructor User Guide

PowerPoint®
Polling

TAC’s Got Your Back

For additional support, training or other concerns please contact: clickers@oregonstate.edu
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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.
5. **PowerPoint Polling** – Interface for polling using PowerPoint presentations.
6. **Anywhere Polling** – Interface for using the Anywhere polling.
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

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.

Anywhere

Presentation

• 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.
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. PowerPoint Polling with ResponseWare

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

Click on **PowerPoint Polling**.

Select your PowerPoint Presentation, reset session and start your presentation.

*You may follow the usual PowerPoint Polling procedure described in this guide.

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 PowerPoint slides in TurningPoint Cloud

6.1 Create a New PowerPoint in TurningPoint

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

Select your participant list and click on PowerPoint Polling.

Select a Blank Presentation and then navigate to the TurningPoint Cloud tab which should be on the right of the View tab.

6.2 Entering a New Question

In the top-left of the TurningPoint Cloud tab should be a New dropdown menu.

Click on the New dropdown menu and you should see a list of different types of questions you can create.

Select Multiple Choice and a new slide should be displayed where you can enter your question and answer choices that correspond with a bar graph on the right side.
In the right panel of the PowerPoint window is where you may adjust the Question Options, Polling Options and Scoring Options.

Under **Polling Options** you should have *Automatically Open Polling* and *Show Results: After Polling* check marked. Then under **Scoring Options** you may enter the point value the question is worth and be sure to select the correct answer.

6.3 Choosing to indicate the correct answer

You may select different object options under the **Objects** dropdown button. Such as the **Correct Answer Indicator** > Checkmark will display a checkmark next to the correct answer when you’re done collecting responses.
7. Polling Students with PowerPoint Polling

7.1. PowerPoint Polling with TurningPoint Cloud made slides

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

1. Start your PowerPoint Presentation

   Initiate PowerPoint by clicking on the PowerPoint Polling in the TurningPoint Cloud window. Then find your PowerPoint by clicking on File, Open, and then select your prepared PowerPoint.

   Reset your session so you can clear results from last session. You may start your PowerPoint slides and press the right-arrow key to proceed.

2. Polling in Presentation

   When you reach your first question slide, there should be a *Show Bar* that automatically appears in the top right of your screen.

   The Show Bar should be green and receiving polls, if not then you may click on the re-poll button (√) to restart the polling of the current slide.

3. End Poll and Indicate Correct Answer

   Once you have collected enough responses, by *pressing the right-arrow key* on your keyboard will End the Polling. When the poll is closed it will turn red and say *Polling Closed*. Then there should also be a bar graph displaying the results of the poll.

   *If you chose the correct answer indicator option from previous steps; you should get your correct answer indication if you press the right-arrow key again.*
**PowerPoint Polling Show Bar options**

- **Minimize Showbar** – This button minimizes the showbar.

- **Response Count** – Toggle switch to display count of responses.

- **Repoll Question** – This button let’s you Re-poll the question if needed.

- **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.

- **Insert New Question** – This button lets you add a new question.

- **Attendance** - Toggle switch to display/hide the attendance window.

- **Set Anonymous** – This sets the users to be anonymous.

- **Delete last question polled** – Deletes the last polled question.

- **Data Slice** – Display only the section of responses from previous slides.

- **View Original Chart** – Returns to original chart appearance after Data Slice or Response Count.

- **Display Participant Monitor** – Opens the participant monitor.

- **Connection Info** – Shows the connection information.

- **Display messaging** – Displays the messaging window.
8. Managing Data Sessions (edit)
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**

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**.
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.
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.*