TURNING technologies

INSTRUCTIONAL, ASSESSMENT DELIVERY
AND DATA COLLECTION SOLUTIONS

TurningPoint cloud

TurningPoint Cloud Quick Start Guide

081815

255 West Federal Street | Youngstown, Ohio 44503

Setting Up TurningPoint Cloud Software

Downloading TurningPoint Cloud

The TurningPoint Cloud software is accessible through the Turning Account website.

1. Go to account.turningtechnologies.com to create an account. For information on creating an account, see help.turningtechnologies.com/TurningAccount.
2. After your account has been created, sign in with your *Username* and *Password*.
3. Select Downloads from the left menu.
4. Select the appropriate version of TurningPoint Cloud.
5. Save the file to a specified location.

Installing TurningPoint Cloud (EXE File)

The Extraction Wizard will install the software onto your computer if the "install" version of TurningPoint Cloud was selected from the Turning Account website.

1. Double-click the downloaded setup file.
2. Click Next. The license agreement window opens. Read the *End User License Agreement (EULA)* or click the Print button to print.
3. Select the button labeled I accept the terms in the license agreement to accept.
4. Click Next.
5. Verify the install location. Optionally, select the box labeled Open PowerPoint Polling add-in every time PowerPoint is launched. If selected, the TurningPoint Cloud add-in will open with PowerPoint each time PowerPoint is opened independent of TurningPoint Cloud.
6. Click Next.
7. Click Install. The computer installs TurningPoint Cloud and displays the Finish button on the page when the process is complete.
8. Click Finish. Select the Launch TurningPoint Cloud checkbox to immediately open the application, or double-click the shortcut on the desktop to open the application.

Opening TurningPoint Cloud (Zipped File)

The zipped file must be extracted before TurningPoint Cloud can be opened.

1. Double-click the downloaded ZIP file.
2. Select the desired folder location and click Unzip.
3. Open the unzipped folder and double-click TurningPoint Cloud.exe.

TIP: Create a shortcut for TurningPoint Cloud on the desktop for quicker access. DO NOT remove any files from the Application folder. Application will not function properly if files are removed.

Opening TurningPoint Cloud Mac

TurningPoint Cloud software is downloaded as a DMG file.

1. Double-click the DMG file.
2. Drag and drop the TurningPoint Cloud icon to the Applications folder.

NOTE: It is recommended to create an alias and add it to the Dock.

3. Double-click TurningPoint Cloud.

Setting Up an Offline Password

To use TurningPoint Cloud when you are not connected to the internet, you must set up an offline password.

NOTE: Setting up an offline password is not available to Single Sign-On users.

IMPORTANT

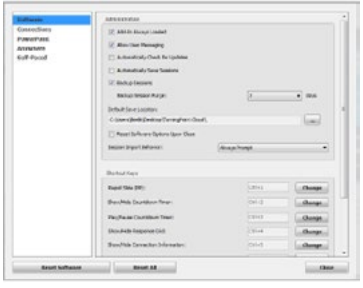
When you are signed in to TurningPoint Cloud offline, online features (ResponseWare and Integrations) will not be available.

PREREQUISITES

You must be connected to the internet to set up your offline password.

1. Open TurningPoint Cloud and sign in to your Turning Account.
2. Click on the bottom right corner of the Dashboard.

The *Preferences* window opens.



Optionally, the *Preferences* window can be accessed through any of the polling environments.

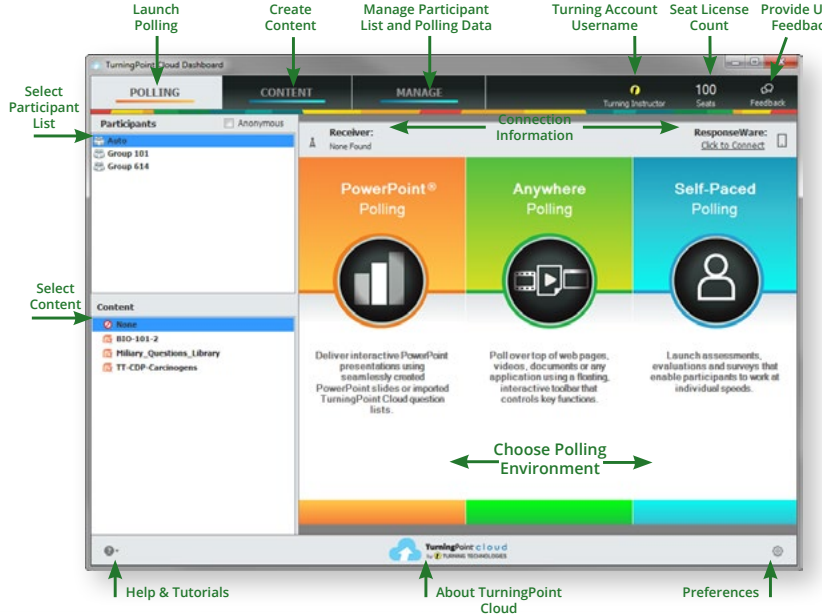
- To open *Preferences* in the PowerPoint polling environment, click on the TurningPoint Cloud ribbon.
- To open *Preferences* in the Anywhere polling environment, click and select Preferences.
- To open *Preferences* in the Self-Paced polling environment, click Tools on the menu bar and select Preferences.

3. Click Set Password.
4. Enter and confirm your offline password in the boxes provided.

NOTE: Your password must contain a minimum of eight characters including one upper case, one lower case and one number.

5. Click Set.
6. Click Close to return to the TurningPoint Cloud Dashboard.

TurningPoint Cloud Dashboard



The TurningPoint Cloud Dashboard offers one, simple user interface for polling in PowerPoint,® polling in any application and self-paced polling. The Dashboard provides instant management of polling, participants, content, sessions and reports. In order to access the Dashboard, you must sign in to your Turning Account first. Create a Turning Account at https://account.turningtechnologies.com.

Receiver Connection Setup

How to Change the Channel on the Receiver

1. Plug in the receiver and open TurningPoint Cloud.
2. Click the channel number below Receiver. The Preferences window opens.
3. Select the channel number from the drop-down menu under ResponseCard Channels. Once the receiver has been set up, it is now possible to begin testing the polling connections. To test the polling connections, the devices (ResponseCards) need to be set to the same channel as the receiver.

RF+ Receiver

RF Receiver

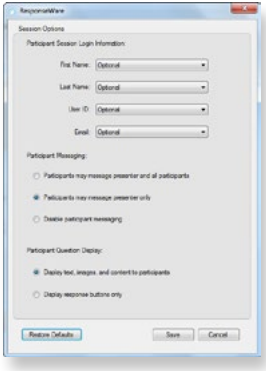
Setting Up a Receiver

When the receiver is plugged in, it is automatically recognized by the computer. The default channel on the RF receiver is set to 41. IR receivers do not work on channels and require no adjustments. The devices (ResponseCards) need to be set to the same channel as the receiver when polling.

IR Receiver

Connect to ResponseWare

ResponseWare must be enabled for participants to use ResponseWare as a response device. The virtual response solution allows participants to respond through web-enabled devices and applications available for smartphones and tablets. If you do not use ResponseWare, skip this task.



How to Set Up ResponseWare

1. Click Click to Connect in the upper right corner of the TurningPoint Cloud Dashboard.
2. Optionally, click Session Options to configure participant settings. Adjust the session options as necessary and click Save.

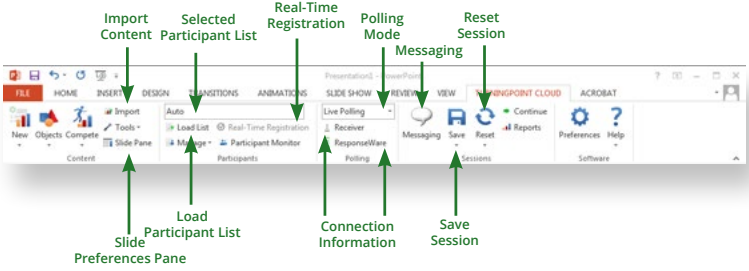
   Require Participant Accounts - Place a check in the box next to this option to require participants to have licensed accounts to be able to respond. This option is only available if you have a Concurrent License applied to your Turning Account.

   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 Cloud reports.

   Participant Messaging - Presenters can configure the messaging feature so that participants can message the presenter and all other participants, the presenter only or disable messaging.
   - Participants may message presenter and all participants - A participant can choose to message the presenter alone or the presenter and all participants in the session.
   - Participants may message the presenter only - A participant can send direct messages to the presenter.
   - Disable participant messaging - Participant messaging is disabled, however presenters retain the ability to message the group or individual participants.
3. Click Start Session.
4. Click Close to return the TurningPoint Cloud Dashboard.
5. Select either PowerPoint Polling or Anywhere Polling from the TurningPoint Cloud Dashboard.

PowerPoint Polling

The polling function in PowerPoint allows you to poll an audience with questions embedded directly into your PowerPoint presentation. A ribbon/toolbar is directly integrated into PowerPoint.

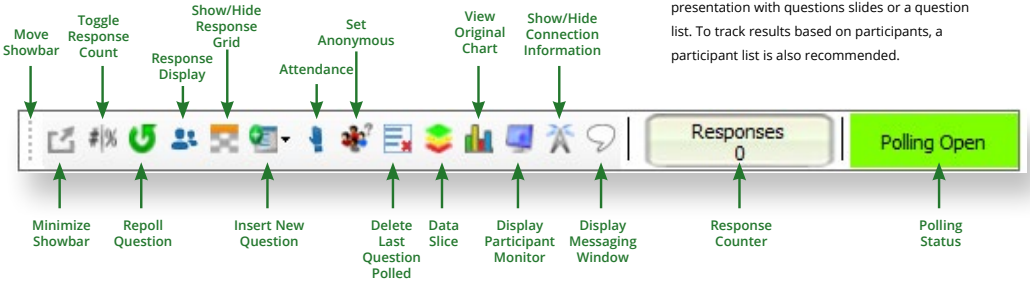


PC PowerPoint Ribbon

Mac PowerPoint Toolbar

PowerPoint Polling PC

Polling in PowerPoint: PC Showbar



Before You Begin

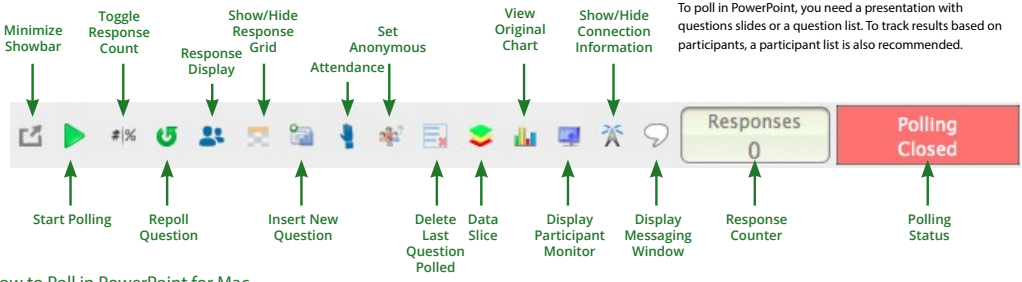
To poll in PowerPoint, you need a presentation with questions slides or a question list. To track results based on participants, a participant list is also recommended.

How to Poll in PowerPoint for PC

1. Open TurningPoint Cloud and sign in with your Turning Account. Select a participant list and content, if applicable.
2. Plug in the receiver or establish a ResponseWare session.
3. Click PowerPoint Polling. The *TurningPoint Cloud Dashboard* window closes and PowerPoint opens. If a question list was selected, TurningPoint Cloud will automatically parse the content into slides. If there are a large number of questions in the question list, this may take a few moments.
4. Open the PowerPoint presentation that contains the question slides if content was not selected before PowerPoint was opened.
5. Verify the correct participant list has been loaded and Live Polling is selected in the Polling drop-down box from the TurningPoint Cloud ribbon.
6. Start the Slide Show.
7. Depending on the Polling Options that were selected during slide creation, when you come to a polling slide you may need to advance the slide to open polling.
8. Continue until the Slide Show is finished.
9. Close the presentation when you have finished polling.
10. Click Yes to save the session. TIP: To save session before closing the application, click Save on the TurningPoint Cloud ribbon, name session and click Save.
11. TurningPoint Cloud opens to the Manage tab to view reports.

PowerPoint Polling Mac

Polling in PowerPoint: Mac Showbar



Before You Begin

To poll in PowerPoint, you need a presentation with questions slides or a question list. To track results based on participants, a participant list is also recommended.

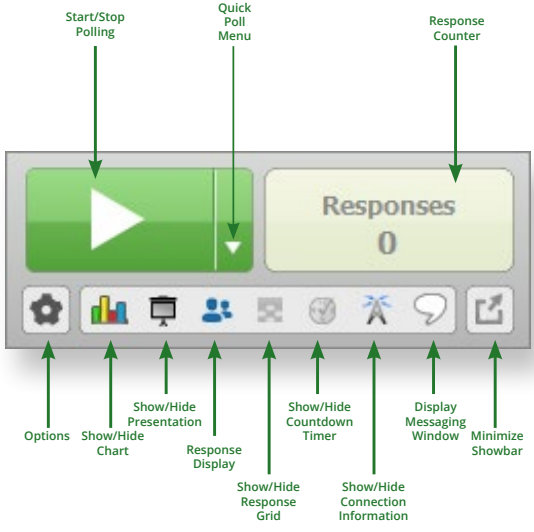
How to Poll in PowerPoint for Mac

1. Open TurningPoint Cloud and sign in with your Turning Account. Select a participant list and content, if applicable.
2. Plug in the receiver or establish a ResponseWare session.
3. Click PowerPoint Polling. The *TurningPoint Cloud Dashboard* window closes and PowerPoint opens. If a question list was selected, TurningPoint Cloud will automatically parse the content into slides. If there are a large number of questions in the question list, this may take a few moments.
4. Open the PowerPoint presentation that contains the question slides if content was not selected before PowerPoint was opened.
5. Verify the correct participant list is loaded.
6. Start the Slide Show from the TurningPoint Cloud toolbar. Starting the Slide Show from the PowerPoint toolbar will result in the Slide Show running as non-interactive.
7. Click Start to open polling.
8. Click Stop to close polling.
   a) Press the spacebar, enter/return key or down arrow to advance the slide. If using a mouse, a mouse click also advances the slide. Alternatively, a PresenterCard may be used to advance slides and control polling.
9. Continue until the Slide Show is finished.

POWERPOINT POLLING CONTINUED

Anywhere Polling

The Anywhere Polling option opens a floating showbar that allows you to poll on top of any application.

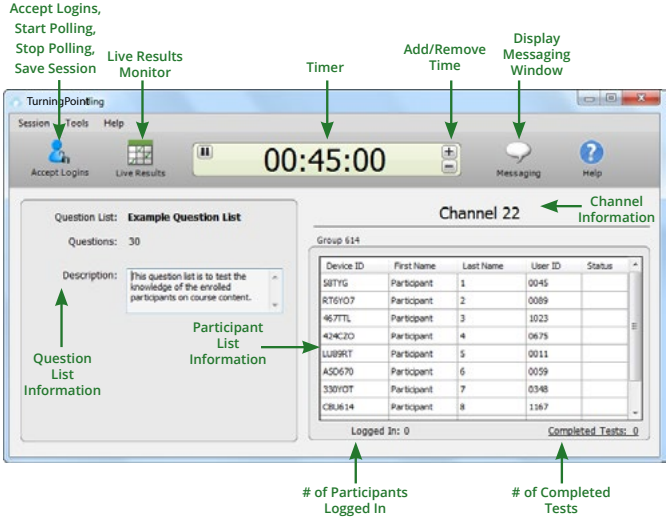


How to Poll with Any Application

1. Open TurningPoint Cloud and sign in with your Turning Account. Select a participant list and content, if applicable.
2. Plug in the receiver or establish a ResponseWare session.
3. Click Anywhere Polling. The *TurningPoint Cloud Dashboard* window closes and the polling application opens.
4. Click the Start Polling button. Participants may now respond.
5. Click the Stop Polling button. Polling is closed and the chart is displayed.
6. Close the application when you have finished polling.
7. Click Yes to save the session. TIP: To save the session before closing the application, click the Options button, mouse over Session and select Save Session.
8. Name the session and click Save.
9. TurningPoint Cloud opens to the Manage tab to view reports.

Self-Paced Polling

The Self-Paced Polling application allows participants to take a paper-based test on a ResponseCard NXT or QT Device.



How to Poll with Self-Paced Polling

1. Open TurningPoint Cloud and sign in with your Turning Account. Select a participant list and question list.
2. Plug in the receiver.
3. Click Self-Paced Polling. The *TurningPoint Cloud Dashboard* window closes and the polling application opens.
4. Click Accept Logins and set login options as desired.
5. Click OK. At this time the participants may login to the test.
6. Click Start Polling. Participants may now begin the test. Once they have finished the test they can submit their results from the response device.
7. Click Stop Polling once all the results have been received.
8. Close the application to return to the TurningPoint Cloud Dashboard.
9. Click Save to save the session results.
10. Name the session and click Save.
11. TurningPoint Cloud opens to the Manage tab to view reports.

Creating Content

For Anywhere Polling and Self-Paced Polling, content is created through question lists. PowerPoint Polling can utilize the question lists, but question slides can also be made directly through the TurningPoint Cloud ribbon embedded in PowerPoint.

Creating a New Question List

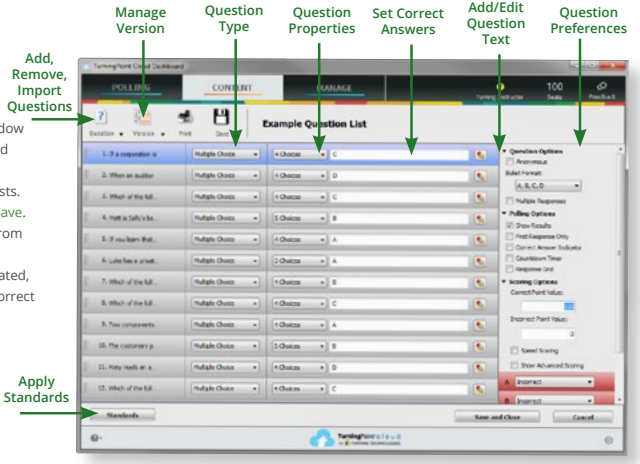
A question list is a file that contains questions and answers. The question list can be used for PowerPoint Polling, Anywhere Polling and Self-Paced Polling. When creating the question list, the preferences can be saved and used as a template for other question lists.

How to Create a New Question List

1. Select the Content tab.
2. Click the *Content* drop-down menu, mouse over New and select Question List.
3. Enter a name and a brief description for the question list.
4. Click the arrow next to *Preferences* to expand the window and adjust the options as necessary in the *Content* and *Polling* sections.

TIP: Save the preferences as a preset for other question lists. Click Save as Preset, provide a name, click Add and then Save. The next time a question list is created, select the name from the *Use Preset* drop-down menu.

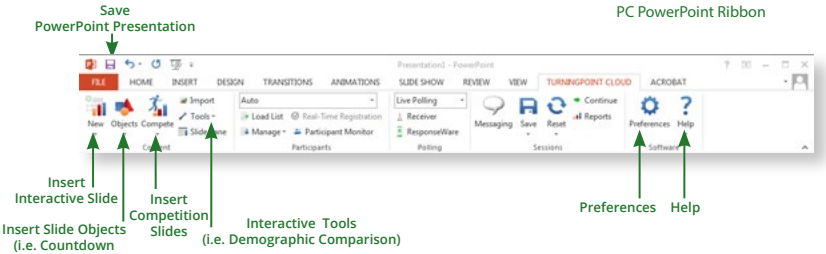
5. Click Save. Now that a new question list has been created, the content, such as question text, answer text and correct answers, may be entered.



Creating Content in PowerPoint

Content is created directly from the ribbon/toolbar.

PC PowerPoint Ribbon

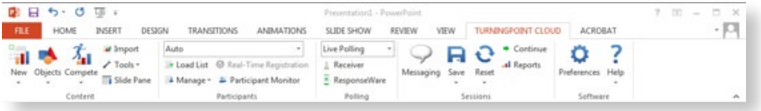


Mac PowerPoint Toolbar

Creating Content in PowerPoint

Before You Begin

Open PowerPoint through TurningPoint Cloud. Select the Polling tab and click PowerPoint Polling.



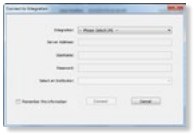
PC PowerPoint Ribbon

Mac PowerPoint Toolbar

How to Create Content in PowerPoint

1. Select the TurningPoint Cloud ribbon or toolbar.
2. Click New and select the question type.
   TIP: On PC, you can specify a default chart type in the Preferences. The TurningPoint Cloud PowerPoint Preferences are accessed through the Preferences button on the TurningPoint Cloud ribbon. You can also insert a new chart onto a slide using the Objects button on the ribbon.
3. Enter the question text and answer text. On Mac, click the Refresh button to update your chart to reflect your slide changes.
4. Optionally, set the Question Options in the *Slide Preferences* pane. On Mac, verify the slide number on the Slide Preferences pane before making option adjustments.
5. Optionally, set the Scoring Options, such as point values or speed scoring in the *Slide Preferences* pane.
6. Optionally, adjust the Polling Options in the *Slide Preferences* pane.
7. Optionally, click on the chart and adjust the Chart Options in the *Slide Preferences* pane. (Only available on PC.)
8. When finished, save the PowerPoint presentation.

Managing Data
Participant Lists



TurningPoint Cloud sessions are grouped based on the participant list with which they are associated. Participant lists created in TurningPoint Cloud can be used for PowerPoint Polling, Anywhere Polling and Self-Paced Polling.

Downloading a Participant List

Participant information can be imported from a student roster in a Learning Management System (LMS) or from your Turning Account.

NOTE: Importing from an LMS can only be used if the integration has been installed on the LMS server. Please contact your IT Department to confirm that the LMS integration is installed and configured to operate with TurningPoint Cloud.

1. Open TurningPoint Cloud and sign in to your Turning Account.
2. Select the Manage tab.
3. Click the *Participant List* drop-down menu and select New. The *Create Participant List* window opens.
4. Select the Download from Integration radio button and click Create List. The *Connect to Integration* window opens.
5. Select the appropriate Integration from the *Integration* drop-down menu.
6. Enter the Server Address, Username and Password in the appropriate fields.
7. Click Connect. Optionally, click Remember this information to have the Integration, Server Address and Username stored for future use.
8. If applicable, select the Institution from the *Select an Institution* drop-down menu. The *Import Partcipant List* window opens.
9. Select the course or courses to import. Optionally, select the Select All checkbox to import all courses.
10. Click Import. A confirmation box is displayed.
11. Click OK. The participant list is added to the left panel of the *Participant List* Overview screen.
12. Select the participant list to view the participant information.

NOTE: The imported participant list contains the following information: Device ID(s), License Status, First Name, Last Name, User ID and Email.

Creating a Participant List

Creating a participant list from your Turning Account allows participants to register for a course. After the participant list is created, an e-mail invite is sent to participants requesting them to register for the course associated to the participant list.

1. Go to https://account.turningtechnologies.com and sign in to your Turning Account.
2. Click the Participant Lists tab.
3. Click Add.
4. Enter the participant list name and ID.

TIP: It is highly recommended to name the participant list after the course (see below). Participants can search for the course by course name, course ID, instructor name or EXACT instructor email.

5. Click Save. The participant list is successfully saved and added to the Participant Lists menu.
6. Select the participant list and click the Manage icon. The participant list opens.
7. Click Add.
8. Enter a participant's email address in the appropriate field and click Enter. To add multiple participants, separate email addresses with a comma. Valid email addresses will be marked green while invalid email addresses will be marked red.

TIP: You can copy and paste email addresses into the *Invite Participants* window. However, email addresses MUST be separated with a comma.

9. Click Send to invite participants.

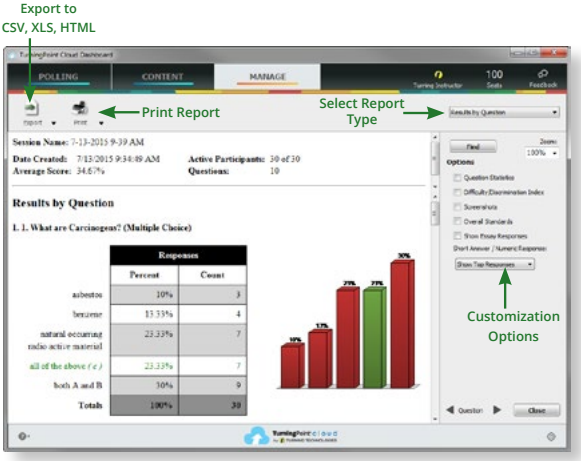
NOTE: Click the Manage icon and select Accepted or Invited to track which participants have or have not registered for the course.

Managing Data

Generating 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.

IMPORTANT: A Turning Account license is mandatory for each participant in the participant list. If the participant does not have an active Turning Account license, his or her score will show as an asterisk in all TurningPoint Cloud participant reports. Furthermore, his or her score will export as "0" to an Excel workbook and will not be exported to an LMS.



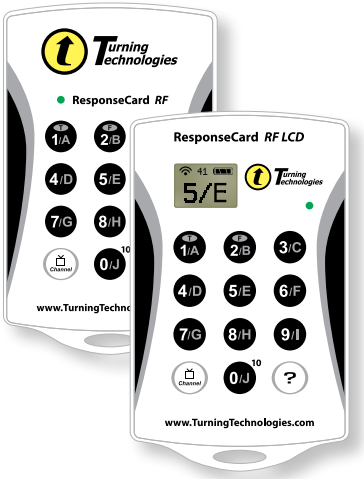
1. From the Manage tab, select a session from the left panel.
2. Click Reports at the bottom of the *Session Overview* screen.

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

3. Select the report type from the drop-down menu in the upper right corner.
4. 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.

NOTE: The calculation for the average score is the sum of the total points for each active participant divided by the number of active participants.

ResponseCard RF and ResponseCard RF LCD
Unit ID Programming (Optional)



Set and identify ResponseCard Device IDs. Identify ResponseCards in a logical numeric order - record them in participant lists for more customized data management.

Did you know unit IDs may also be modified via ResponseCard Programmer? Please contact your sales representative for more details or visit TurningTechnologies.com.

Modifying Unit ID Manually

1. Press (3) button. The LED will flash red and green.
2. Press (?) button. The LED will flash red and green at a slower rate.
3. Enter your preferred six digit Unit ID using keys '0' to '9' (valid unit IDs are 000001 to 999999). Each time a button is pressed, the LED will flash yellow.

   RF LCD: Confirmation of the numbers entered will appear on the bottom of the LCD screen.
4. After entering the new unit ID number, press (?) button. The LED will turn yellow.
5. Press (3) button. The LED will turn green to indicate Unit ID has been set successfully.

Reverting to Factory Default Unit ID

Unit ID as displayed on the reverse side of the device.

1. Press (C) button. The LED will flash red and green.
2. Press (?) button. The LED will flash red and green at a slower rate.
3. Press (0/J 10) six times to revert back to Factory Default Unit ID. Each time a button is pressed, the LED will flash yellow.

   RF LCD: Confirmation of the numbers entered will appear on the bottom of the LCD.
4. After entering the default ID code, press (?) button. The LED will turn yellow.
5. Press (C) button. The LED will turn green to indicate unit ID has been set successfully.

ResponseCard RF and ResponseCard RF LCD

Channel Setting (Optional)

Changing the Channel

1. Press and release the Channel button.
2. While the light is flashing red and green, enter 2 digit code. (i.e. channel 1=01, channel 21=21).
3. After the second digit is entered, press and release the Channel button.

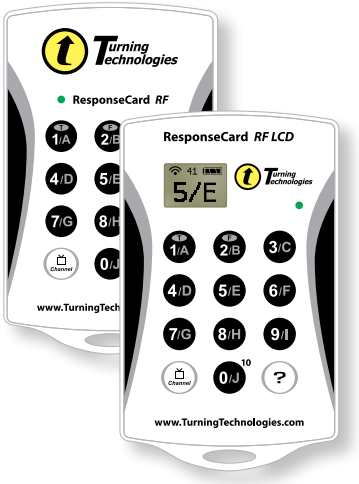
LED Color Description

Red - Response was not received

Green - Response was received

Yellow (Multiple Flash) - Sending

Yellow (Single Flash) - Polling not open



ResponseCards are set to Channel #41 by default.

PresenterCard
Quick Start Guide

*To configure PresenterCard programmable buttons, go to the polling software's Preferences. Full user guide is available at **TurningTechnologies.com/Support**

Button	Action
	Start/Stop Button: Open and close polling.
	Back Button: Go backward through a presentation slide deck.
	Forward Button: Advance through a presentation slide deck.
	Programmable Button* 1: (Default) Show/Hide Chart Window (Anywhere only).
	Programmable Button* 2: (Default) Show/Play/Pause Countdown Timer.
	Programmable Button* 3: (Default) Show/Hide Response Grid.
	Show/Hide Button: Show/Hide Presentation.
	Places PresenterCard in Channel Programming mode.

Changing PresenterCard Channel

1. Press the button.
2. Press the or button to increase or decrease channel numbers.
3. Once the desired channel is shown on the display, press the button to set the channel.

Pairing PresenterCard

1. Plug in the receiver and open TurningPoint.
2. Click the channel number below Receiver.
3. Verify that the PresenterCard is programmed to the same channel as the receiver.
4. Scroll to the PresenterCard section and click Change next to PresenterCard Device ID.
5. Press any button on the PresenterCard. The device ID of the PresenterCard is displayed next to Detected Device ID.
6. Click Save.
7. Click Close to close the preferences window.

TURNING technologies

Thank you for your purchase of Turning Technologies products.

Technical Support:
8 A.M. - 9 P.M. EST

Toll-Free (within the U.S.) : **866.746.3015**
International: **+1.330.746.3015**
support@turningtechnologies.com
training@turningtechnologies.com

Online Resources:

Support and Training:
TurningTechnologies.com/Support

KnowledgeBase:
TurningTechnologies1.zendesk.com

Please be aware that this product may be subject to United States Export Control Laws, including, without limitation, the Export Administration Regulations. As a result, you may not use, export, or re-export any Turning products except as authorized by United States law and the laws of the jurisdiction in which the Turning product was obtained.

Please review Turning Technologies current End-User License Agreement, available at http://www.TurningTechnologies.com/EULA for a full understanding of your obligations.

The following regulatory statements apply to radio frequency and infrared transmitters and receivers mentioned in this manual, including the ResponseCard RF, ResponseCard RF LCD, ResponseCard IR, ResponseCard XR, ResponseCard NXT, QT Device and their respective receivers.

FCC Statement
This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

IC Statement
This device complies with Industry Canada licence-exempt RSS standard(s). Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

Le présent appareil est conforme aux CNR d'Industrie Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes: (1) l'appareil ne doit pas produire de brouillage, et (2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.