

Mt. Airy Clickers (Turning Point)

Boot Camp



Instructional Media publication: 48

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= Tip = Caution

Introduction

This document will guide you through the steps to get and install Turning Point software, several ways to create polling slides, how to save your presentation and run your first polling slide presentation in the classroom. Turning Point is an add-on to Microsoft PowerPoint 2007 or 2010, for Windows only.

Download and install Turning Point software

1. Go to our Clickers training site where all resources for clickers including the latest installers are available:
<https://howardcc.instructure.com/courses/755361>
2. To learn what Clickers are and why they are used in the classroom click on **each link in the Welcome module**.
3. In the Basic Training Module, click on **Turning Point Installer** and watch the **video about installing Turning Point**.
4. Click on the **link to download the installer for Turning Point**.
5. In the window that appears click on the **Save File** button (Fig 1,1).

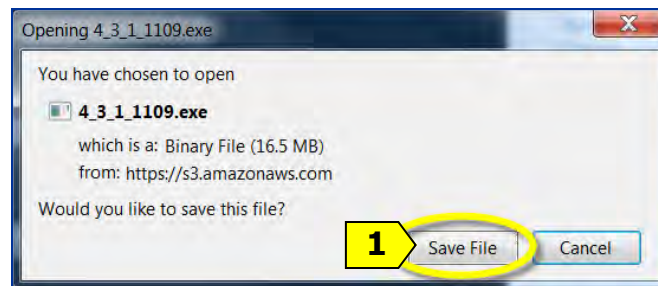


Fig 1

6. In the left-side of window that appears click on **Desktop** (Fig 2,1), then click on the **Save** button (Fig 2,2).

Tip: Note the name of the file that you are saving to your desktop, this will make it easier for you to locate to use.

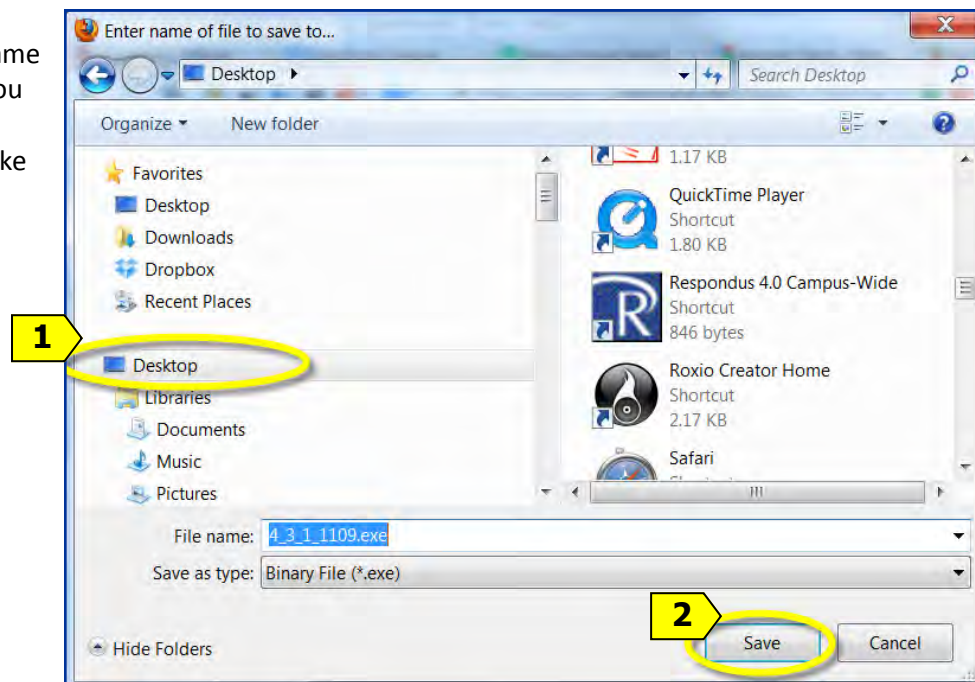


Fig 2

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Download and install Turning Point software (continued)

7. Locate the file you saved to your desktop (**Fig 3**) and **double-click on the icon** to begin the installation.



Fig 3

8. In the window that appears asking “Do you want to run this file?” click the **Run** button (**Fig 4, 1**).



Fig 4

9. In the “Welcome to the InstallShield Wizard for TurningPoint 2008” window that appears click the **Next** button (**Fig 5, 1**).



Fig 5

Download and install Turning Point software (continued)

10. In the “*License Agreement*” window click on **I accept the terms in the license agreement** (Fig 6,1), and then click on the **Next** button (Fig 6, 2).

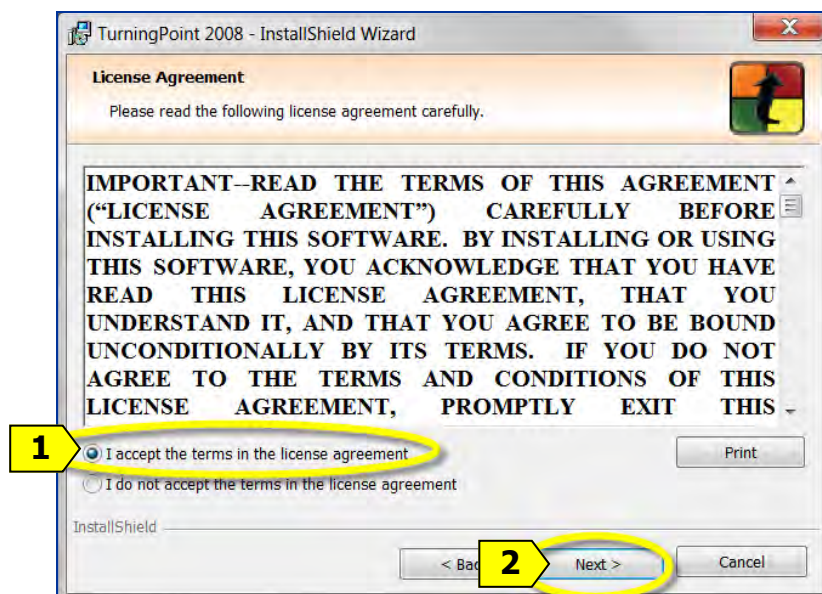


Fig 6

11. In the “*Customer Information*” window **type your name in the User Name window** (Fig 7,1), then click on **Anyone who uses this computer** (Fig 7, 2) and click the **Next** button (Fig 7, 3).

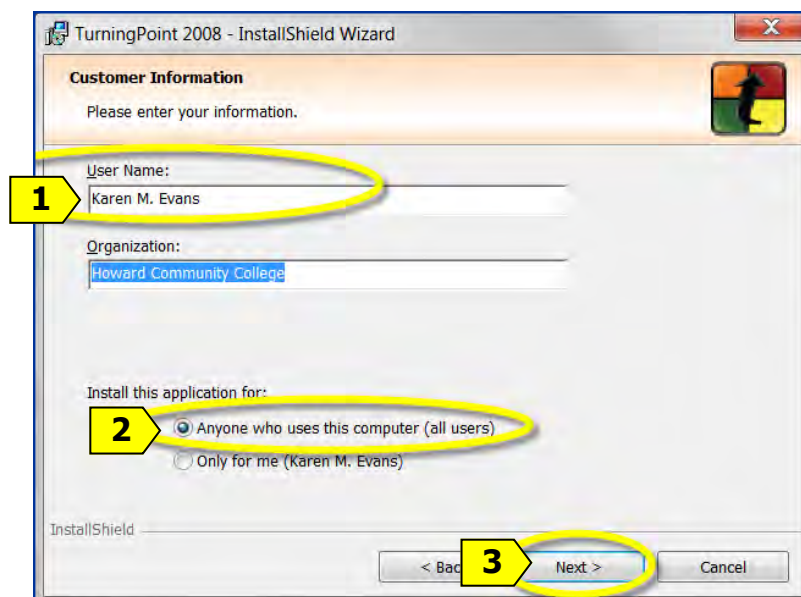


Fig 7

Download and install Turning Point software (continued)

12. In the “Ready to Install the Program” window click the **Install** button (Fig 8, 1).

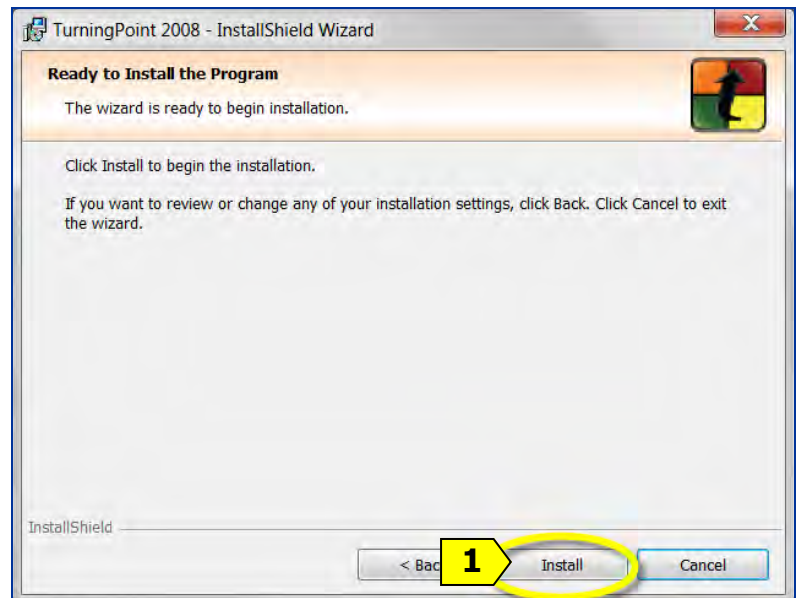


Fig 8

13. In the “InstallShield Wizard Completed” window click the **Finish** button (Fig 9, 1).

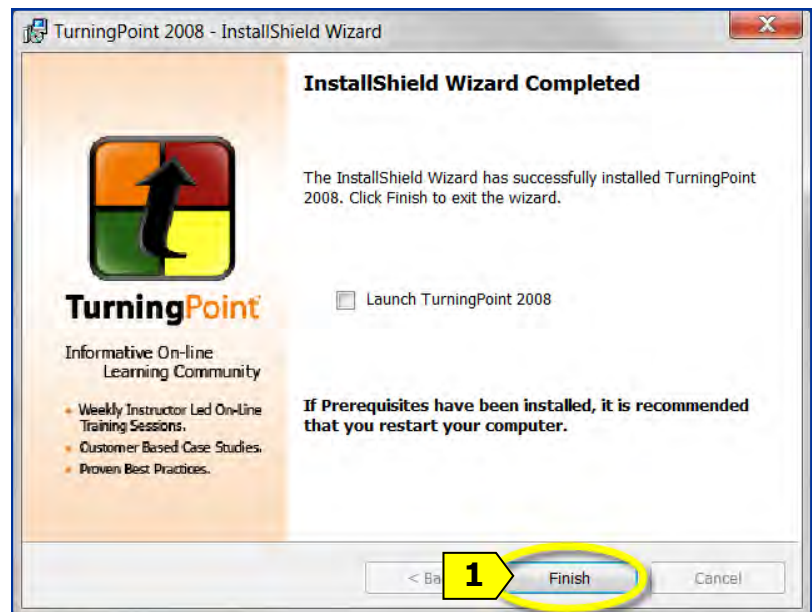


Fig 9

14. Look at your desktop to see that you now have a new icon for Turning Point 2008 (Fig 10,1).

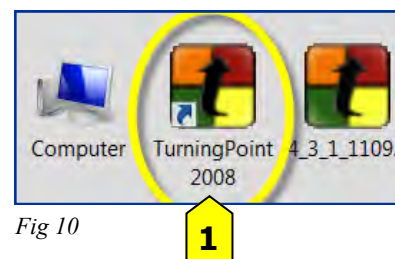


Fig 10

Make new polling slides

1. Locate the Turning Point 2008 icon on your desktop and **double-click on the icon** to run Turning Point (Fig 11, 1).



Fig 11

2. Click on the **Turning Point 2008 tab** (at the top, near the File and Home tabs) (Fig 12, 1).



Fig 12

3. Click on the **Insert Slide** button (Fig 13,1).



Fig 13

4. On the menu that drops down click on **Vertical Slide** (to begin with) (Fig 14,1).



Fig 14

5. On the new slide that appears type your **question** (Fig 15,1) and **up to 10 answer choices** (Fig 15,2).

⚠️ **Caution:** Clickable hyperlinks cannot be used when running a polling PowerPoint 2010 presentation.

⚠️ **Caution:** If using PowerPoint 2007 all hyperlinks need to be removed.

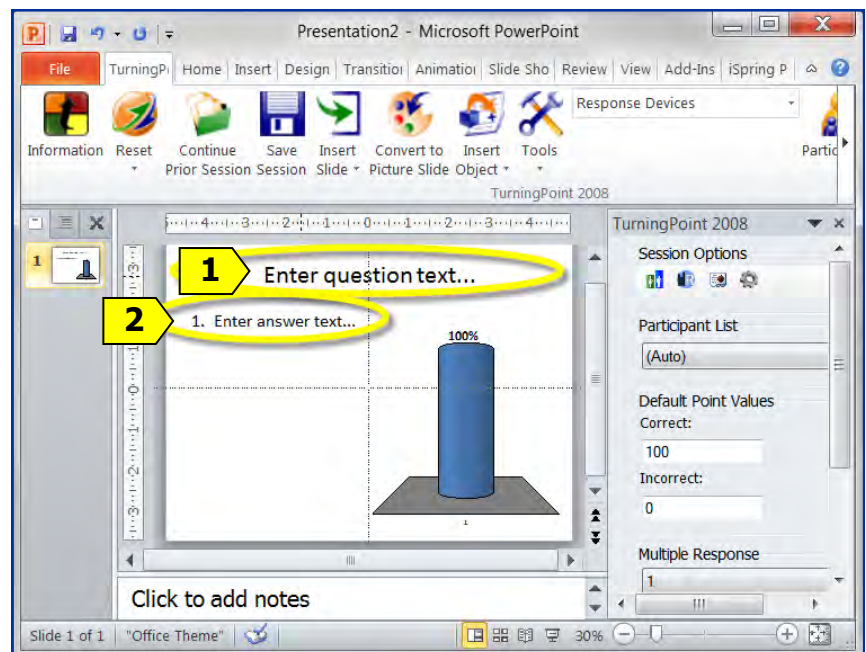


Fig 15

Add polling slides to existing presentation

1. Open any existing PowerPoint presentation with Turning Point 2008.
2. Go to any location in the presentation (**Fig 16,1**) and click on the **Insert Slide** button on the toolbar at the top (**Fig 16,2**) to insert a polling.

⚠️ **Caution:** Do not click on a hyperlink when running a polling PowerPoint 2010 presentation.

⚠️ **Caution:** If using PowerPoint 2007 all hyperlinks need to be removed.

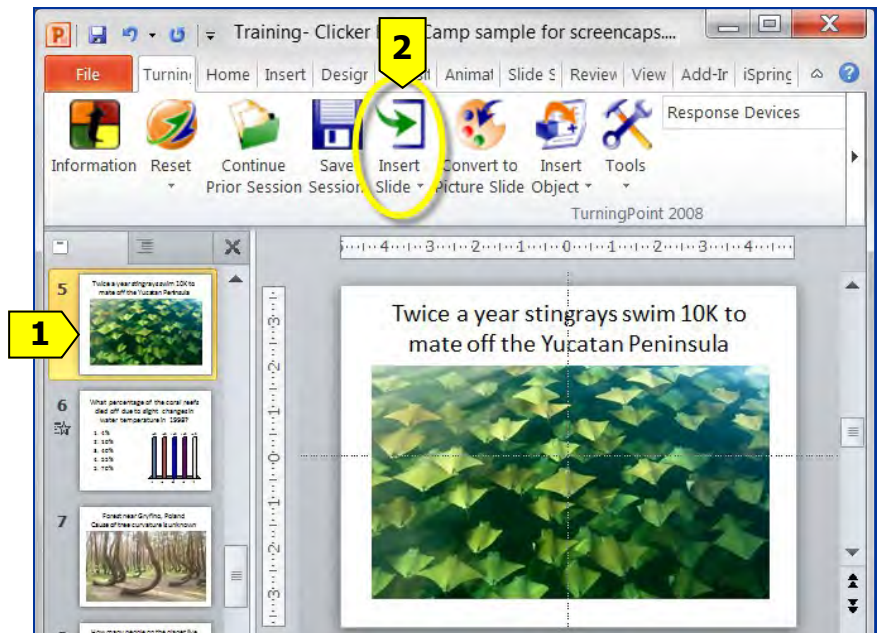


Fig 16

Convert existing slides

You may create slides with questions and answers in PowerPoint without having Turning Point installed, save them, and later on open them in Turning Point and convert them to polling slides. Make sure that the *slide layout* you are using is a "content slide" with question and answer(s) format. (To check and change your slide layouts see the next page.)

1. Go to an **existing text slide that was created with PowerPoint** to convert it to a polling slide (**Fig 17**). It must contain text for the question and multiple choice answers.
2. Click on the **Insert Object** button on the Turning Point toolbar at the top of the screen (**Fig 18,1**).



Fig 18

3. On the menu that drops down click on **Charts** (**Fig 19, 1**),

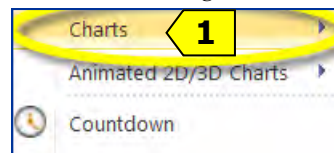


Fig 19

4. On the menu that drops down click on **Vertical Slide** (**Fig 20, 1**).

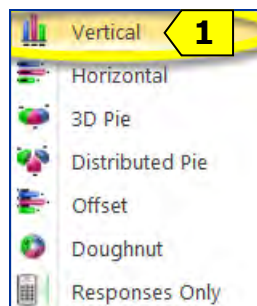


Fig 20

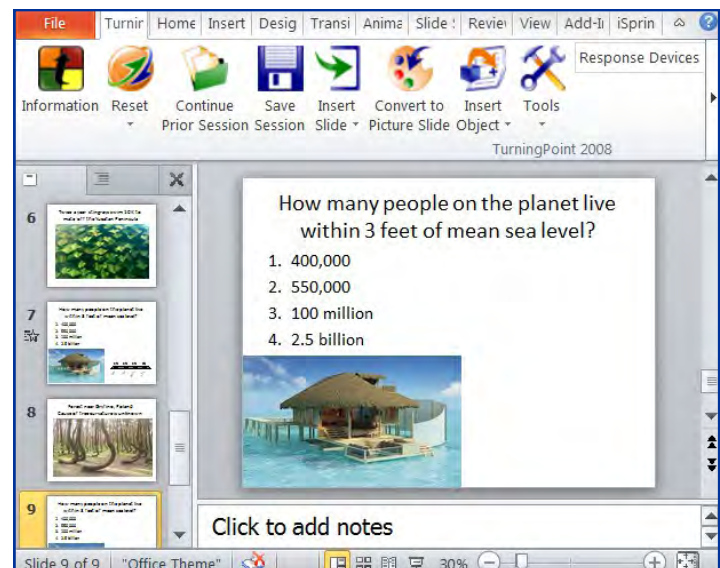


Fig 17

Convert existing slides (continued)

⚠️ **Caution:** Polling will only work if the slide layout that you are using is a “Title and Content” slide or a “Title and Text” slide with question and answer(s) format.

To check and change your slide layout:

Right-click on the slide in the thumbnail views (in the frame on the left-side of your screen) (Fig 21, 1).



Fig 21

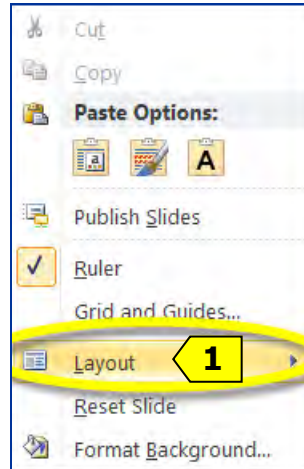


Fig 22

In the menu that drops down left-click on Layout (Fig 22,1), then left-click on Title and Content (Fig 23,1) or Title and Text (Fig 23,2).

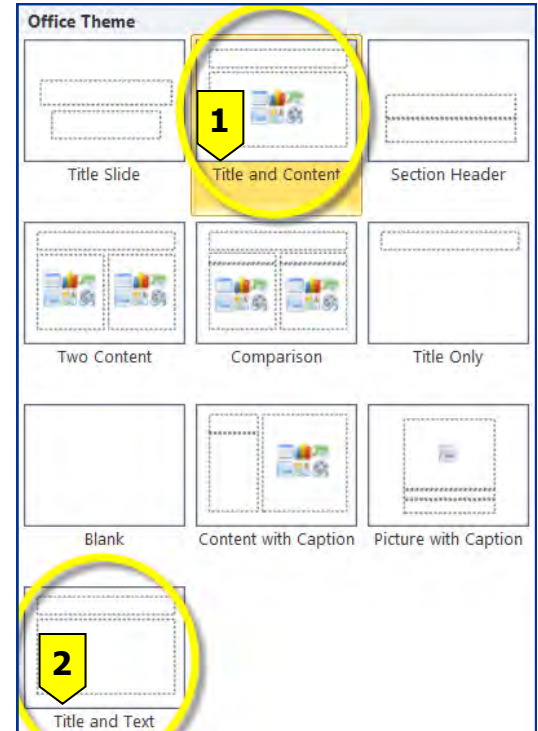


Fig 23

Save your presentation

1. Save your presentation to a USB (thumb) drive.

Reserve Clickers to test it before your class

1. Contact the Mt. Airy College Center, 301-829-7100.

Use in classroom: Prepare for use

1. Start up classroom computer.
2. Plug the clicker receiver in to a USB port on the computer.
💡 **Tip:** In classrooms with Windows 7 you will need to allow up to five (5) minutes for the computer to recognize the receiver.
3. Log on as yourself.
4. Run **Turning Point 2008** software
💡 **Tip: In classrooms:** Click on the **Start** button, click on **All Programs**, click on **Accessories**, click on **Turning Technologies, LLC**, click on **Turning Point 2008**, click on **Turning Point 2008**.
At home, or when you install it yourself: Click on the **Start** button, click on **All Programs**, click on **Turning Technologies, LLC**, click on **Turning Point 2008**.

Run polling presentation

1. **To open your presentation:** Click on **File** tab at the top of the screen (Fig 24,1), then click on **Open** (Fig 24,2) and locate your file on your USB (thumb) drive.

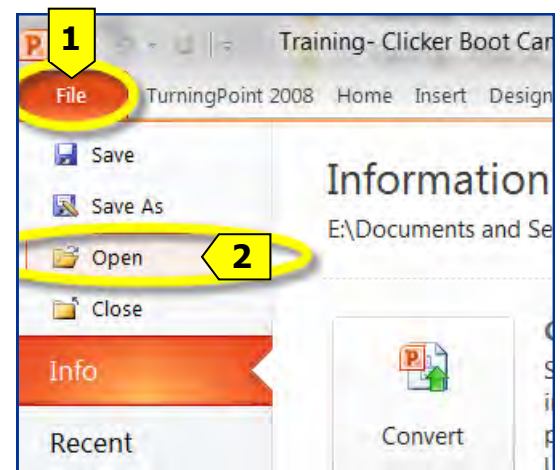


Fig 24

2. **Always start by resetting presentation.**

Click on the **Reset** button on the Turning Point toolbar (Fig 25, 1), then on the menu that drops down click on **Session** (Fig 26,1).



Fig 25



Fig 26

3. **To show your presentation:** Click on the **Slide Show** tab on the top of the screen (Fig 27,1), click on the **From Beginning** button (Fig 27,2).

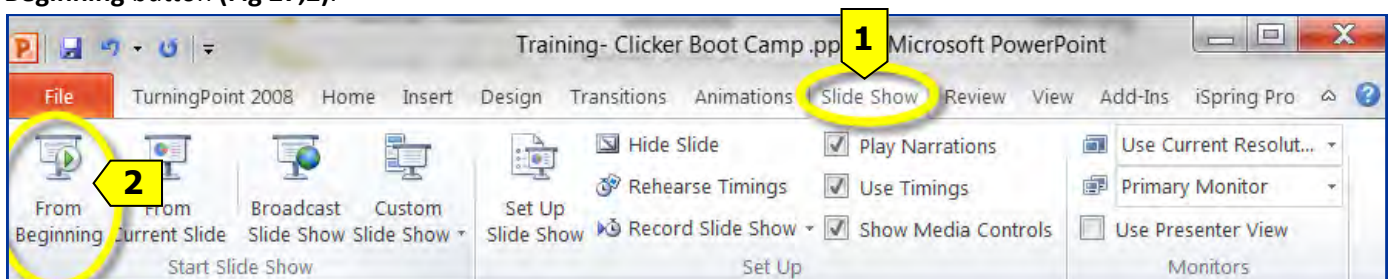


Fig 27

Control the presentation

1. We recommend a “wake up” or “roll call” slide to let everyone have a chance to try clicking to find out how they work and to allow you to look at the total responses being received to know that everyone is clicking. An off-topic or fun question can help to make everyone comfortable (**Fig 28**).

As soon as you go to a slide with polling, the polling session will be *open* and ready to accept the responses or clicks from your students.

Notice that when a polling slide presentation is being run a bar appears in the upper right corner of the screen, it's called the *Show Bar* and it is there to allow you to control the polling.



Fig 28

2. Use the **Show Bar** in upper-right corner to see the number of responses (**Fig 29,1**) and control the presentation. Notice that the green box on the far right says *Polling: Open* (**Fig 29, 2**).

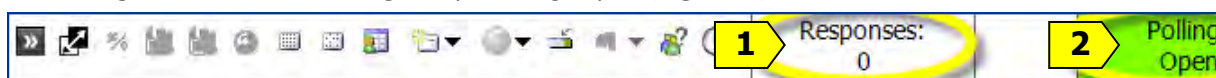


Fig 29

To close polling when you have all of the responses: Press the spacebar on your keyboard, or press the Enter key on your keyboard, or click the mouse. Notice that the number of responses in this example is 2 (**Fig 30,1**) and the green box on the far right of the Show Bar is now brown and it says *Polling: Closed* (**Fig 30, 2**)



Fig 30

3. To re-poll a slide: Right click on the screen to use the PowerPoint menu to go to the desired slide (**Fig 31,1**),

then click on the **re-poll button** in the show bar (**Fig 32,1**).

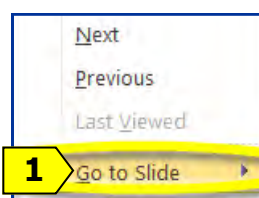


Fig 31



Fig 32

Save session data

If desired save your session by clicking the **Save Session** button in the TP menu.

Save it to your USB (thumb) drive.

Troubleshooting

During Polling: The **Go** button should not be used. If a clicker is sending data a green light will flash as it is sent. If a clicker is not sending data a red light will flash. To reset the radio frequency channel press these buttons in sequence: **Go, 41, Go**). For best results, set the clicker flat on a desktop and then press the buttons.

NEED MORE HELP?

Contact IMFacultyLab@howardcc.edu