Mt. Airy Clickers (TurningPoint v5.2)

Getting Started

Instructional Media publication: 87   **09/13/2013**

💡 =Tip   ⚠️ = Caution

Introduction

Instructions in this document will assume the polling will be run in PowerPoint 2010. This document will guide you through the steps to get and install Turning Point software, create polling slides, 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 or Mac. Because it is an add-on to PowerPoint, you will still be able to use all of the editing tools and features in PowerPoint.

Download and Install TurningPoint Software

You will need to have Microsoft Office 2010 installed to use TurningPoint v5.2. TurningPoint is free to anyone and can be downloaded and installed an unlimited amount of times. You do not need to have a username or license.

💡 *Tip:* It is a good idea to uninstall previous versions of the software to reduce the risk of accidentally using the old software. If you need help uninstalling, contact the HelpDesk@howardcc.edu 443-518-4444. Uninstalling previous versions of TurningPoint software is not required; however only one version of the software should be open at once.

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. Click on the **TurningPoint-PC-Installer-v5.2.1.exe link in the Basic Training module** to download the installer for TurningPoint.

4. In the window that appears, click on **here (Fig 1, 1)**.

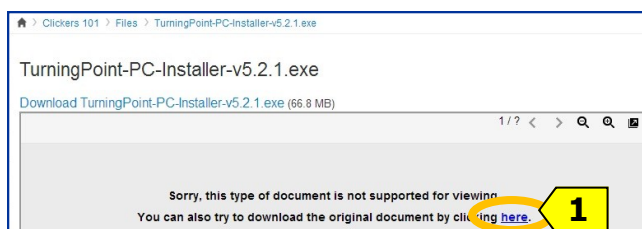*Fig 1*

5. 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.
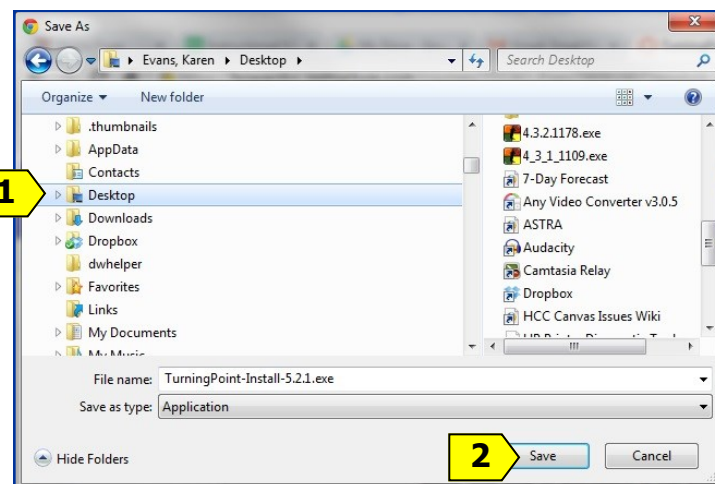

Fig 2

HOWARD COMMUNITY COLLEGE
You Can Get There From Here.

💡 **=Tip**   ⚠️ **= Caution**

Download and Install TurningPoint Software (continued)

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

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

8. In the "*Welcome to the InstallShield Wizard for TurningPoint*" window that appears click the **Next** button **(Fig 5, 1).**
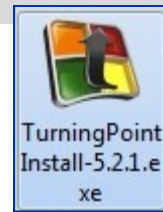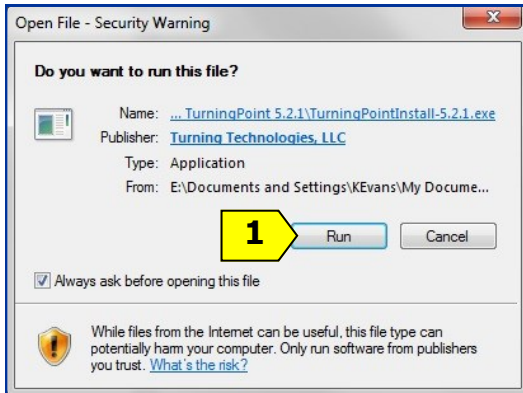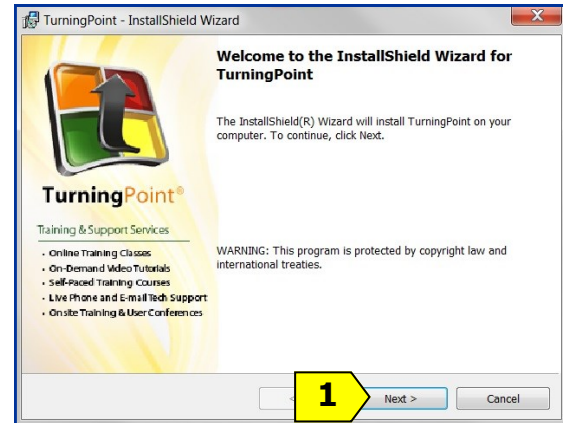

Fig 3

Fig 4

Fig 5

9. In the "*License Agreement*" window that appears click on **I accept the terms in the license agreement (Fig 6, 1),** and then click on the **Next** button **(Fig 6, 2)**.

10. In the "*Destination Folder*" window that appears click on the **Next** button **(Fig 7, 1).**
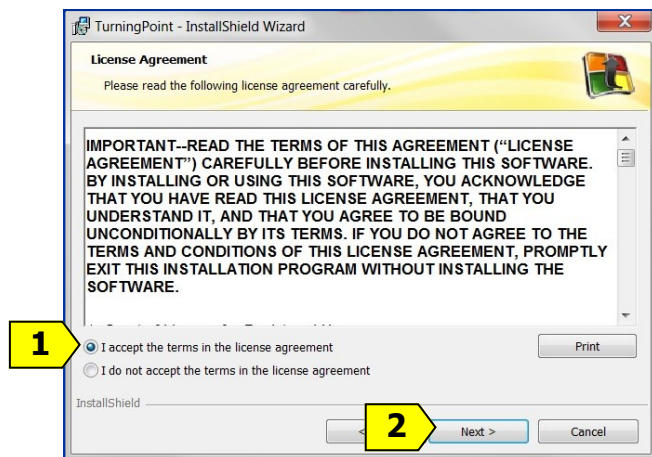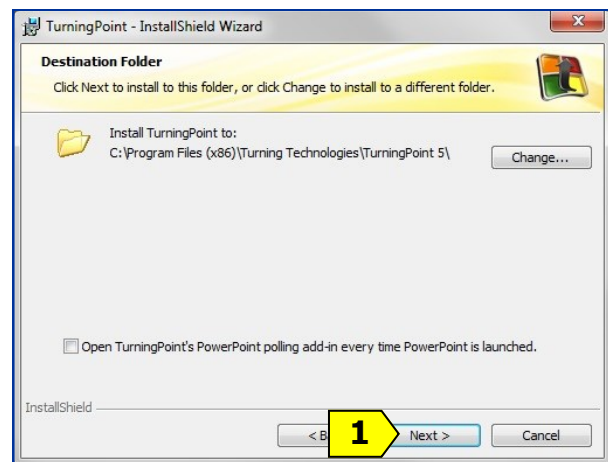

Fig 6

Fig 7

💡 **=Tip**   ⚠️ **= Caution**

Download and Install TurningPoint Software (continued)

11. In the "*Ready to Install the Program*" window click the **Install** button **(Fig 8, 1).**

12. In the "InstallShield Wizard Completed" window **click in the box next to "*Launch TurningPoint"* (Fig 9, 1) until you see a check in it**, then click on the **Finish** button **(Fig 9, 2).**
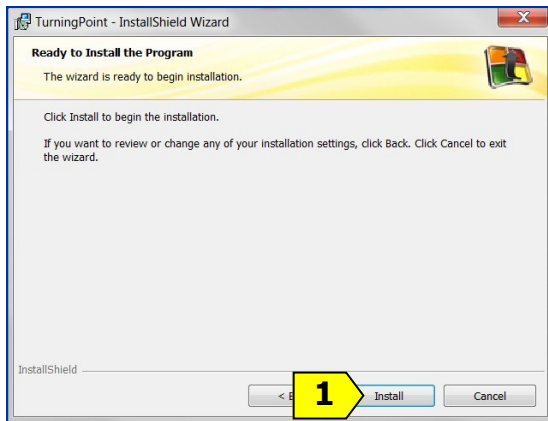
Fig 8

Fig 9

13. TurningPoint will run and you will see the new TurningPoint Dashboard **(Fig 10)**.

14. Click the "**X**" in the upper-right corner to close it.
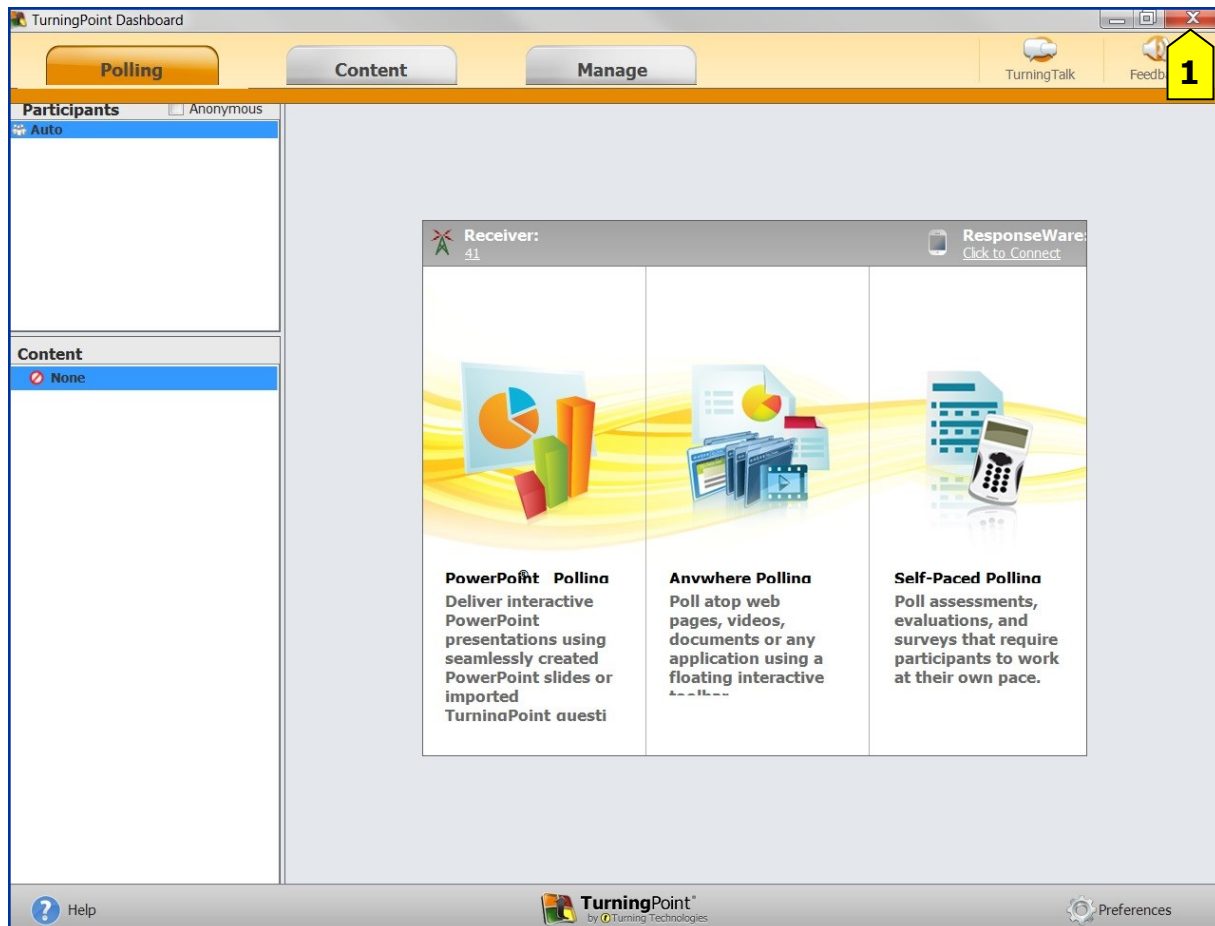
Fig 10

💡 **=Tip**   ⚠️ **= Caution**

Run TurningPoint

The instructor machines throughout the college have TurningPoint v5.2 installed, but have been setup with no icon on the desktop, and TurningPoint will not be found on the Start menu in the same location as it would be if you installed it yourself on your machine.

In the Classroom, Installed Version
- Click on the **Start** button **(Fig 11)** in the lower-left corner of the desktop.
- Click on **All Programs**, double-click on **Accessories**, click on **TurningPoint**, in the menus that appear.

Fig 11

On Your Own Computer, Installed Version
- Click on the **TurningPoint** icon **(Fig 12)** on the desktop.

Fig 12

When TurningPoint runs, the first screen you will see is the **TurningPoint Dashboard (Fig 10)**, labeled **(Fig 13)** in the upper-left of the window.
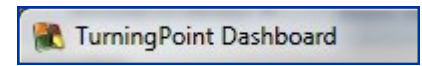
Fig 13

Make New Polling Slides

1. Click on **PowerPoint Polling (Fig 14, 1)**, in the center of the TurningPoint Dashboard.
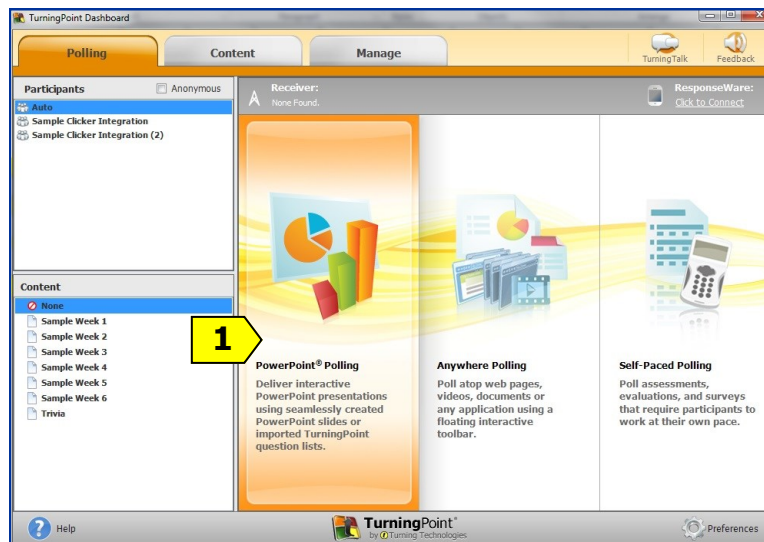

Fig 14

2. PowerPoint will open and you will see new buttons across the top **(Fig 15)**. This is the add-on to PowerPoint, called the TurningPoint Toolbar. If you do not see these buttons click on **TurningPoint (Fig 15, 1),** in the upper-right of the screen.
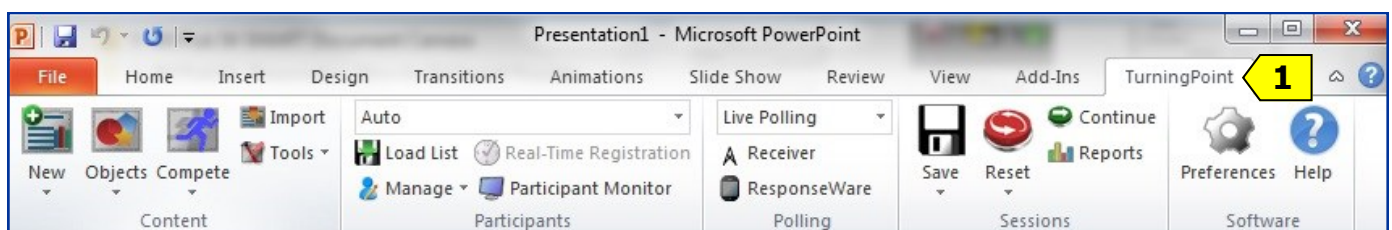

Fig 15

Make New Polling Slides (continued)

3. Click on the **New** button **(Fig 16, 1)**.

4. On the menu that drops down click on **Multiple Choice (Fig 16, 2)**.

5. On the new slide that appears type your **question (Fig 17, 1)** and **up to 10 answer choices (Fig 17, 2)**. (You are limited to 10 answer choices because the Clickers only have 10 buttons.)

   To add additional answers, press the Enter key, the same as you would when adding bulleted lists or phrases in PowerPoint.

6. Click on the margin, away from the answers, to update the graphs.

   As soon as you have saved this file, this slide is ready to be used to run a polling session.
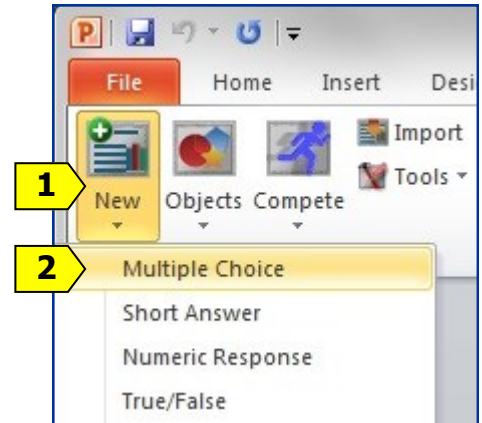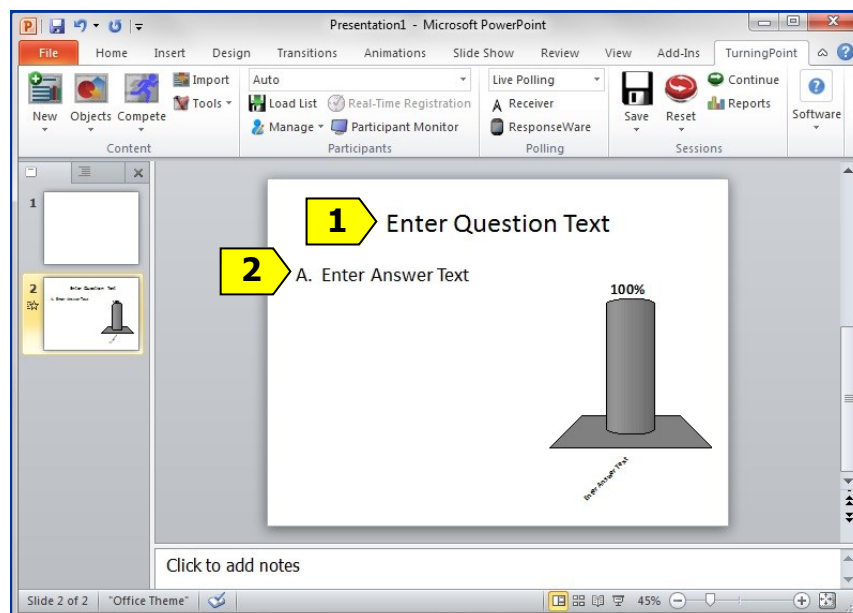

Fig 16

Fig 17

Add polling slides to existing presentation

When you open an older polling presentation you will be asked if it is okay to convert it to v5.2. You **must allow the conversion**.

1. Open any existing PowerPoint presentation with Turning Point.

2. Double-click on the thumbnail of any slide **(Fig 18, 1),** on the left-side of the screen, to go to the slide before you'd like to add a polling slide.

3. Click on the **New** button **(Fig 19, 1)** on the TurningPoint toolbar at the top.

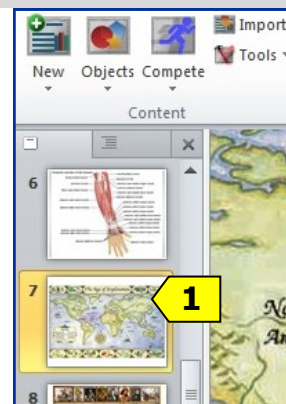4. Click on **Multiple Choice** or **True/False (Fig 19, 2)**.

Fig 18

Fig 19

=Tip   = Caution

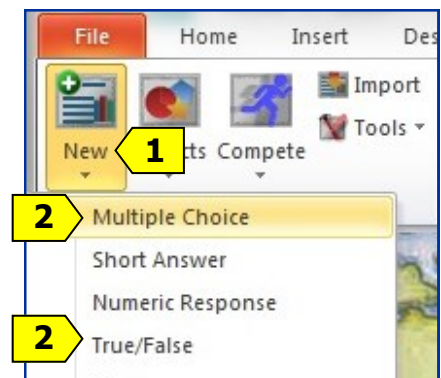## Add polling slides to existing presentation (continued)

5. On the new slide that appears type your **question (Fig 20, 1)** and **up to 10 answer choices (Fig 20, 2).)**. You are limited to 10 answer choices because the Clickers only have 10 buttons. To add additional answers, press the Enter key, the same as you would when adding bulleted lists or phrases in PowerPoint. Click on the margin to update the graphs.

   As soon as you have saved this file, this slide is ready to be used to run a polling session.

Tip: To help identify your PowerPoint presentations that contain polling slides use **File**, **Save As**, and append **-poll** or -**click** to the end of the filename. This will help you to remember to open the file with TurningPoint.
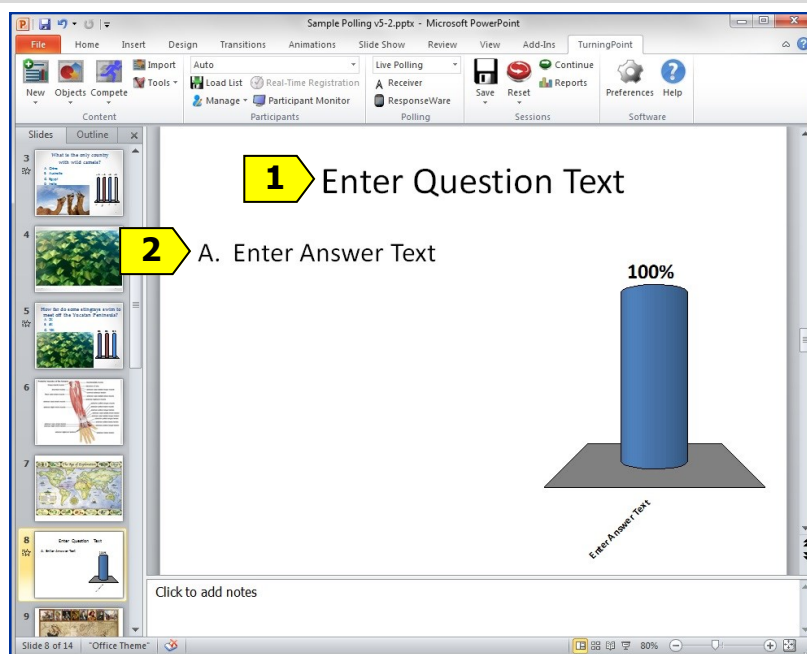
Fig 20

Convert existing slides

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

1. Go to **an existing text slide that was created with PowerPoint (Fig 21)** to convert it to a polling slide. It must contain text for the question and multiple choice answers.
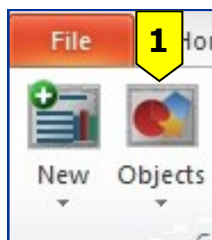
2. Click on the **Objects** button **(Fig 22, 1)** on the TurningPoint toolbar at the top of the screen.

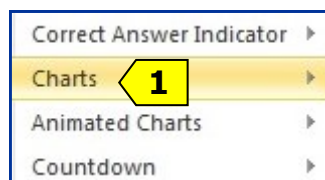3. On the menu that drops down click on **Charts (Fig 23, 1)**.

4. On the menu that drops down click on **Vertical (Fig 24, 1)**.

5. You can resize and move the graph.

Fig 22

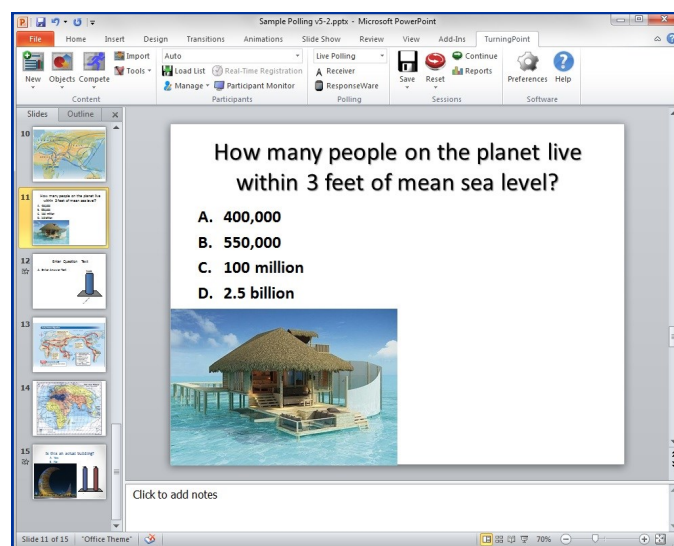*Fig 23*

Fig 24

Fig 21

💡 **=Tip**   ⚠️ **= Caution**

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 format.

To check and change your slide layout:

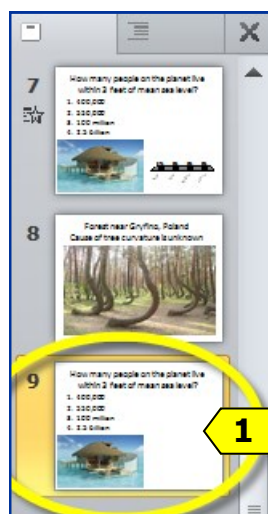**Right-click on the slide in the thumbnail view (Fig 25, 1)**, in the frame on the left-side of the screen.
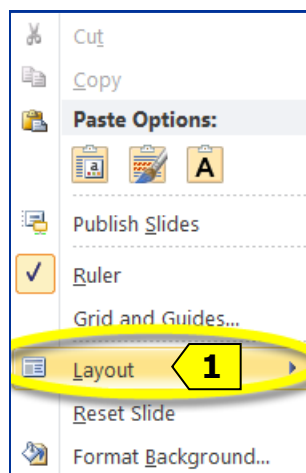
Fig 25

Fig 26

Fig 27

In the menu that drops down **left-click on Layout (Fig 26, 1)**, then **left-click on Title and Content (Fig 27, 1)** or **Title and Text (Fig 27, 2)**.
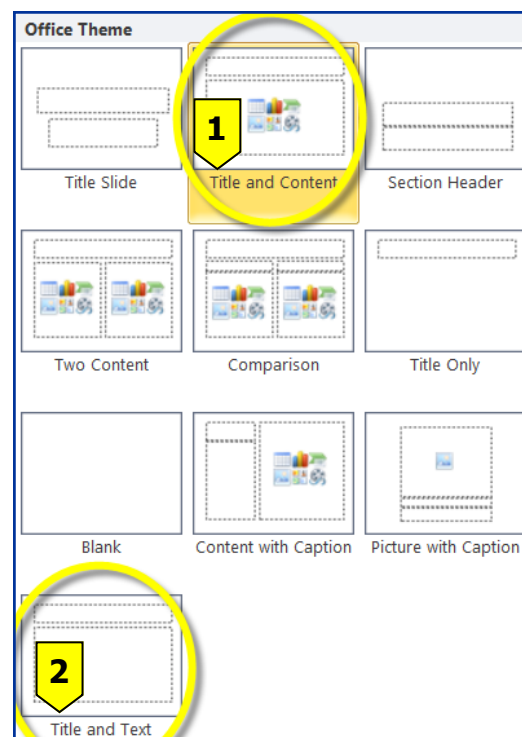
Save Your Presentation

Save your presentation to a USB (thumb) drive, by clicking on the **File** menu, then **Save As.**

💡 *Tip:* To help identify your PowerPoint presentations that contain polling slides use **File**, **Save As**, and append **-poll** or **-click** to the end of the filename. This will help you to remember to open those files with TurningPoint.

💡 *Tip:* When you are working at HCC and have logged on as yourself it is a good idea to also save your file to your W:Drive where you may access them from any machine at HCC when you are logged on. Your files are private, no one else can see them, and they will be backed up by the college.

Reserve Clickers for Your Class

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

 =Tip   **= Caution**

In the Classroom: Prepare for Use

Plug-in the Receiver

Plug the receiver **(Fig 28)** in to a USB socket on the computer**.**

💡 **Tip:** USB sockets are located in different places on different computers. Several are always on the front of the computer and more are often located on the sides or backs of the monitors.

Fig 28

While the computer is setting itself up to communicate with the receiver you'll see a small message that a device driver is being installed on the bottom right-side of the screen. It may take as long as three minutes for the computer to install the receiver drivers. When the receiver drivers have been installed you should hear a sound and briefly see a small message on the bottom-right-side of the screen.

Run TurningPoint

See page 4 of this document for the steps to Run TurningPoint, and then return to this page.

Verify the Receiver Channel

Fig 29

Every receiver and Clicker at HCC has been setup to communicate with each other on Channel 41.

1. **Verify that the Receiver is set to Channel 41 (Fig 29, 1)** by looking in the upper-center area of the screen**.**

⚠️ **Caution:** If the channel IS NOT set to 41 then you will need to see the next step to change it back to channel 41.

Set the Receiver to Channel 41

Fig 30

If the channel IS NOT set to 41
1. Click on the **Channel (Fig 30, 1)**.

2. In the window that appears click on **Connections (Fig 31, 1)**.

3. Click **on the down-arrow (Fig 31, 2)** to the right of Receiver and click on **41**.

4. Click on the **Lock Receiver Channels** button **(Fig 31, 3)** near the top of that window.

5. Click on the **Close** button **(Fig 31, 4)** in the lower-right of that window.
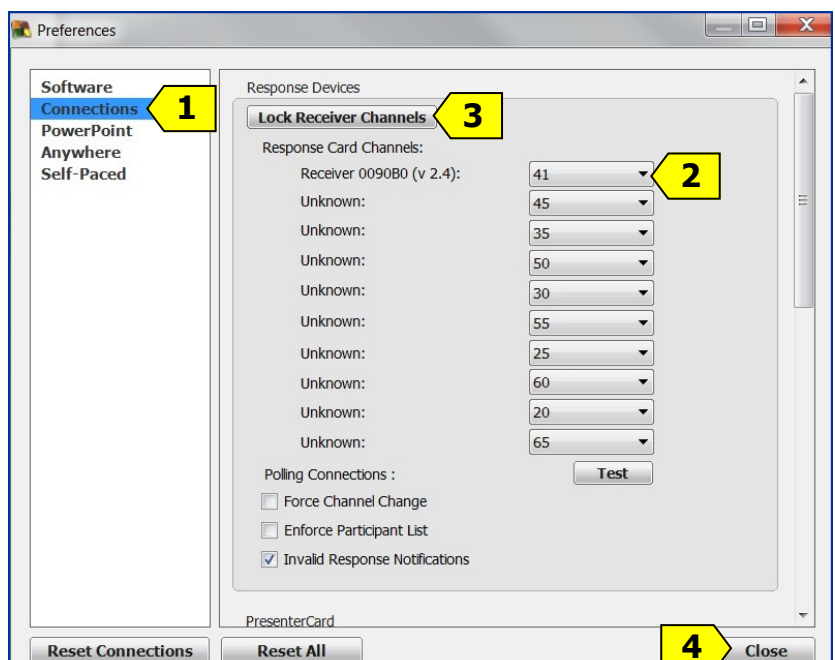

Fig 31

💡 *=Tip* ⚠️ *= Caution*

Open, Reset, and Poll

1. **To open your presentation:** Run TurningPoint. Click on PowerPoint Polling, on the TurningPoint Dashboard. Click on the **File** tab at the top of the screen **(Fig 32, 1)**, then click on **Open (Fig 32, 2)** and locate your file on your USB (thumb) drive or W:Drive.

2. *Always start by resetting presentation*
   Click on the **Reset** button **(Fig 33, 1)** on the right-side of the TurningPoint toolbar, then click on **Session (Fig 33, 2)** on the menu that drops down. All of the graphs will be reset.
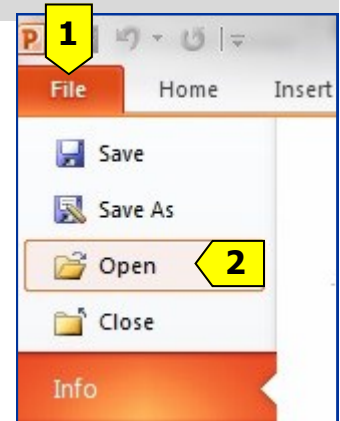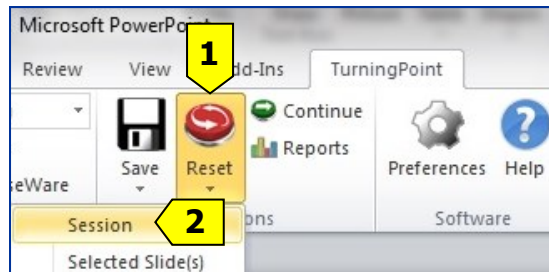
Fig 32

Fig 33

3. **To show your presentation:** Click on the **Slide Show** tab **(Fig 34, 1)**, on the top of the screen, click on the **From Beginning** button **(Fig 34, 2)**, on the far left.
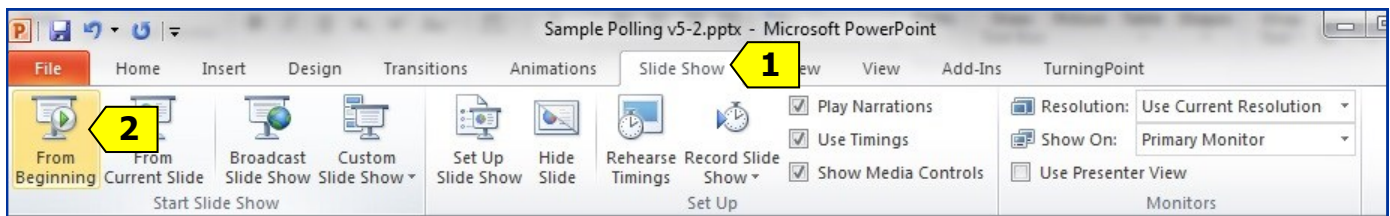
Fig 34

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 make everyone comfortable **(Fig 35)**.

   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 at the top of the screen. It's called the ***Show Bar (Fig 36)*** and its purpose is to allow you to control the polling.

Which store sells groovier furniture?

1. IKEA
2. Macy's
3. Pottery Barn
4. Urban Outfitters
5. Crate and Barrel

Fig 35

Fig 36

💡 **=Tip**   ⚠ **= Caution**

Control the presentation (continued)

2. **Use the Show Bar to see the number of responses (Fig 37, 1)** and to control the presentation. Notice that the green box on the far right says *Polling: Open* **(Fig 37, 2)**.

Fig 37

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 5 **(Fig 38, 1)** and the green box on the far right of the Show Bar is now brown and it says *Polling: Closed* **(Fig 38, 2).**

Fig 38

When polling is closed a graph will display the results.

3. **To re-poll a slide: Right click on the screen** to **use the PowerPoint menu to go to the desired slide (Fig 39, 1)**. Next, click on the **re-poll** button in the show bar **(Fig 38, 3)**.
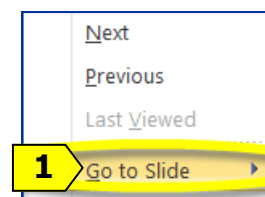
Fig 39

Save Session Data (Polling Results)

1. When polling is finished, click on the **Save** button **(Fig 40, 1)** on the TurningPoint toolbar.

2. Click on **Save Session (Fig 40, 2)**.

Fig 40

Troubleshooting

During Polling: The **Go** and the **CH** 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; or CH, 41, CH**). For best results, set the clicker flat on a desktop and then press the buttons.

NEED MORE HELP?

Contact IMFacultyLab@howardcc.edu