Clickers (TurningPoint v5.2)
Getting Started

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💡 *=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, 2013, or Office 365 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. We provide you the installer that we have at every instructor machine on campus. Use the version that we provide, not be the most current that you may find elsewhere.

💡 *Tip:* It is a good idea to uninstall previous versions of the Turning Point 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 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 **Get Turning Point-Installation File (for PC)** link in the **Basic Training module**. A new page will appear.

4. Follow the steps on the page. **Be sure your version of Java is up to date** for Turning Point to work correctly. Click the link on the page to check. If an upgrade is required, follow the directions to complete the upgrade.

5. Click the **Turning Point Installation File** link on that page. You will be directed to a secure campus page (http://www/howardcc.edu/itdocs). *If you are not signed in to the campus then you will need to sign in using your Outlook Username and Password. Click the **Turning Point Installation File** link on that page.*
    It will be downloaded to your machine.

6. Locate the file, it will be called **TurningPointInstall-5.2.1exe**. Click on it to begin the installation, and follow the directions on the screen, and this document to install it.

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Download and Install TurningPoint Software (continued)

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

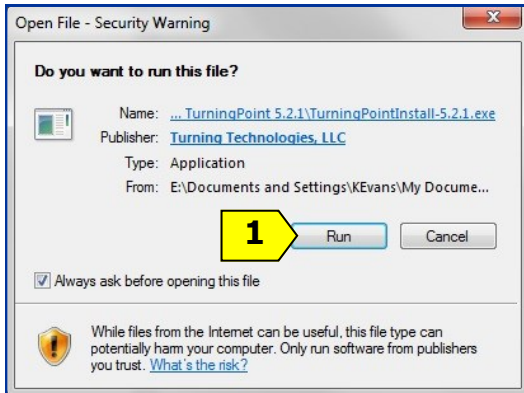8. In the "*Welcome to the InstallShield Wizard for TurningPoint*" window that appears click the **Next** button **(Fig 2, 1).**
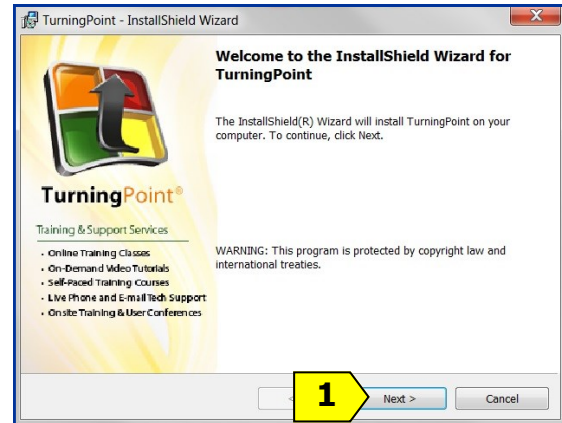

Fig 1

Fig 2

9. In the "*License Agreement*" window that appears click on **I accept the terms in the license agreement (Fig 3, 1),** and then click on the **Next** button **(Fig 3, 2)**.

10. In the "*Destination Folder*" window that appears click on the **Next** button **(Fig 4, 1).**
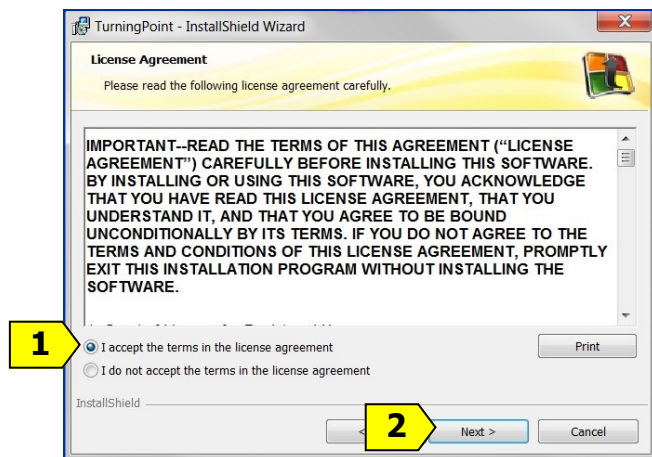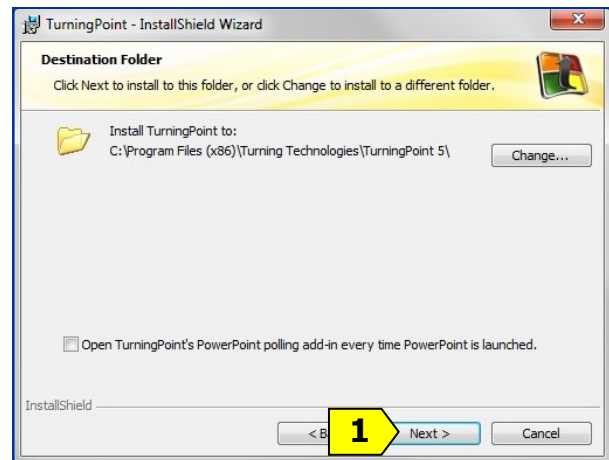

Fig 3

Fig 4

Download and Install TurningPoint Software (continued)

11. In the "*Ready to Install the Program*" window click the **Install** button **(Fig 5, 1).**

12. In the "InstallShield Wizard Completed" window **click in the box next to "*Launch TurningPoint"* (Fig 6, 1) until you see a check in it**, then click on the **Finish** button **(Fig 6, 2).**
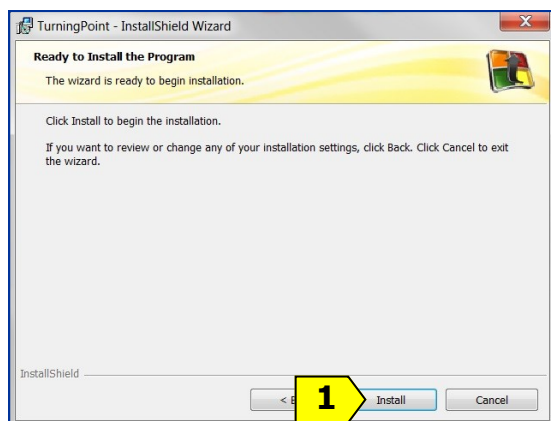

Fig 5   *Fig 6*

13. TurningPoint will run and you will see the new TurningPoint Dashboard **(Fig 7)**.

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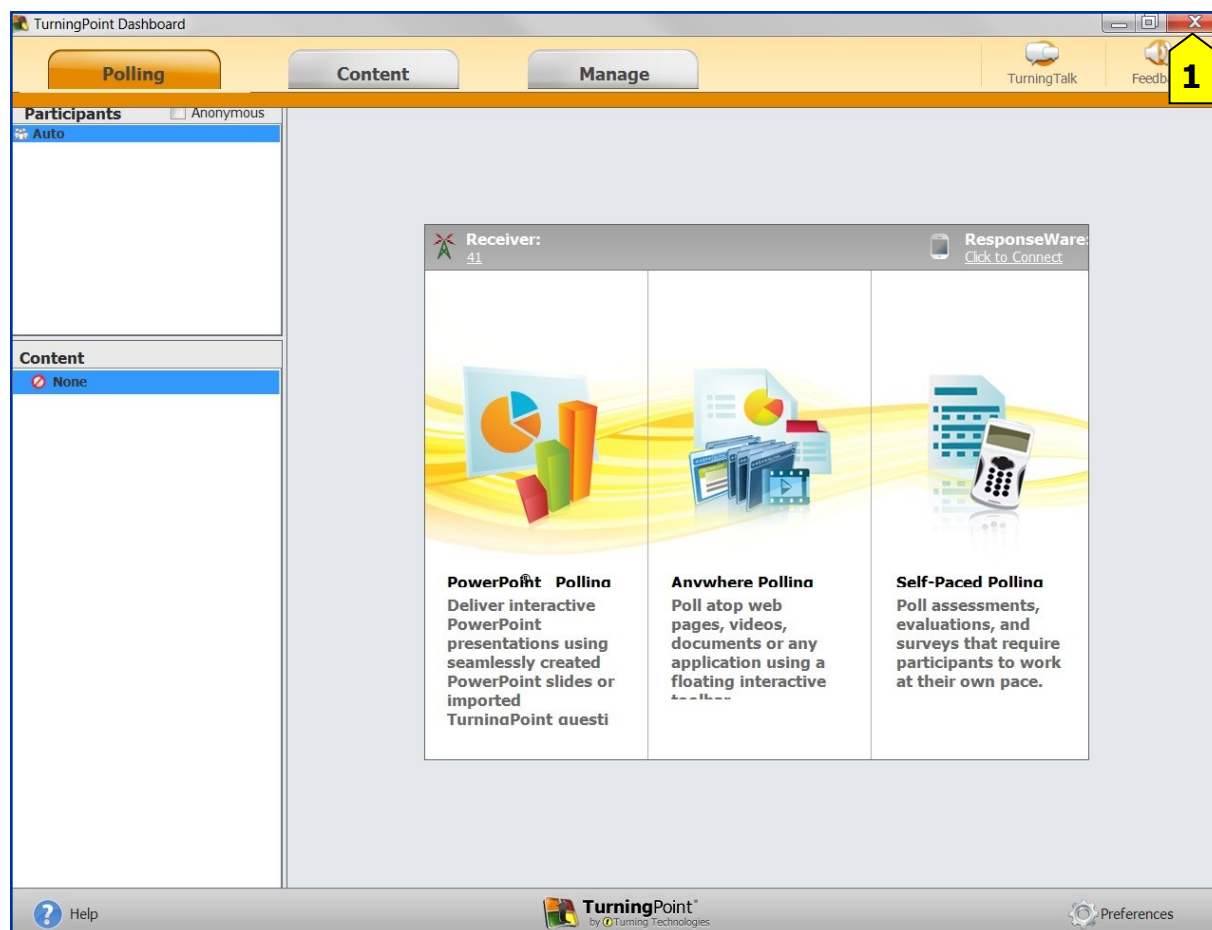

Fig 7

💡 *=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 8)** 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 8

On Your Own Computer, Installed Version
- Click on the **TurningPoint** icon **(Fig 9)** on the desktop.

Fig 9

When TurningPoint runs, the first screen you will see is the **TurningPoint Dashboard (Fig 10)**, labeled **(Fig 11)** in the upper-left of the window.
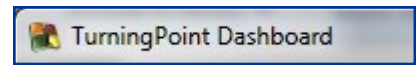
Fig 10

Make New Polling Slides

1. Click on **PowerPoint Polling (Fig 11, 1)**, in the center of the TurningPoint Dashboard.
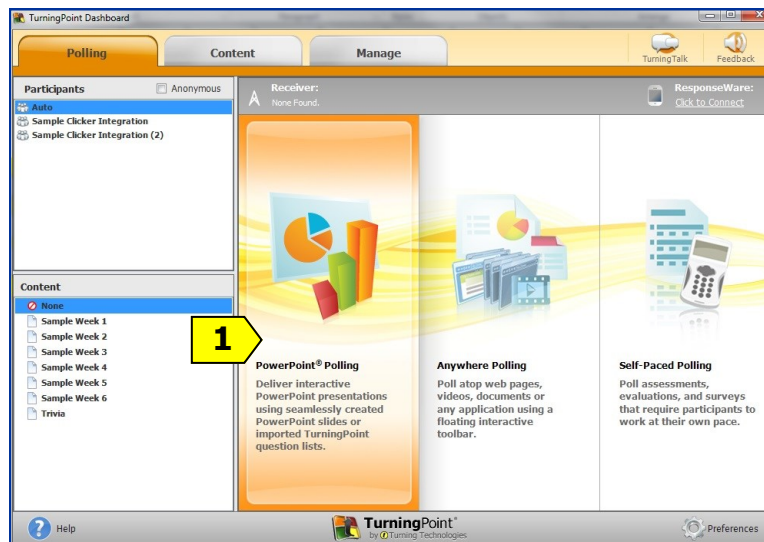
Fig 11

2. PowerPoint will open and you will see new buttons across the top **(Fig 12)**. This is the add-on to PowerPoint, called the TurningPoint Toolbar. If you do not see these buttons click on **TurningPoint (Fig 12, 1),** in the upper-right of the screen.
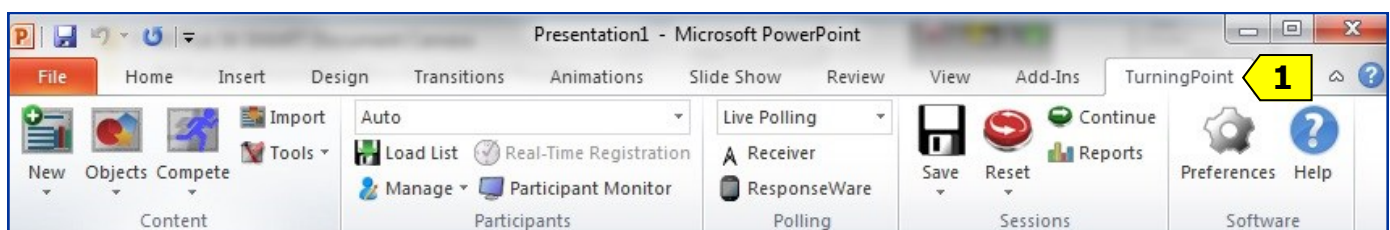
Fig 12

=*Tip*   = *Caution*

Make New Polling Slides (continued)

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

4. On the menu that drops down click on **Multiple Choice (Fig 13, 2)**.

5. On the new slide that appears type your **question (Fig 14, 1)** and **up to 10 answer choices (Fig 14, 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.

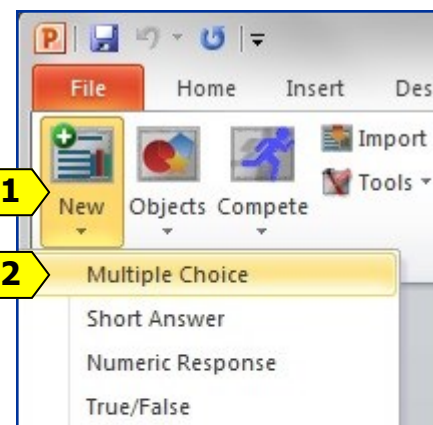   As soon as you have saved this file, this slide is ready to be used to run a polling session.
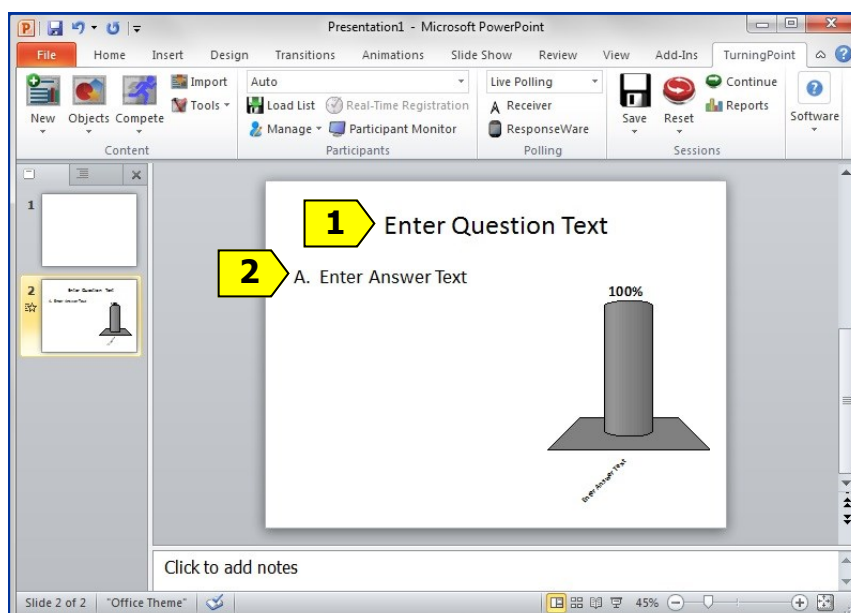
Fig 13

Fig 14

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 15, 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 16, 1)** on the TurningPoint toolbar at the top.

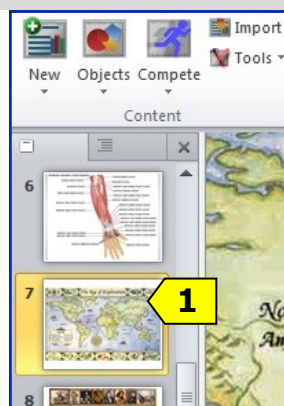4. Click on **Multiple Choice** or **True/False (Fig 16, 2)**.
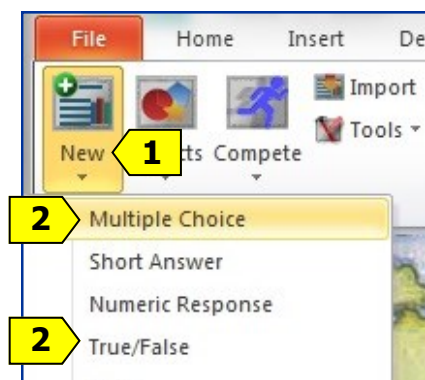
Fig 15

Fig 16

💡 *=Tip*   ⚠ *= Caution*

Add polling slides to existing presentation (continued)

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. 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.
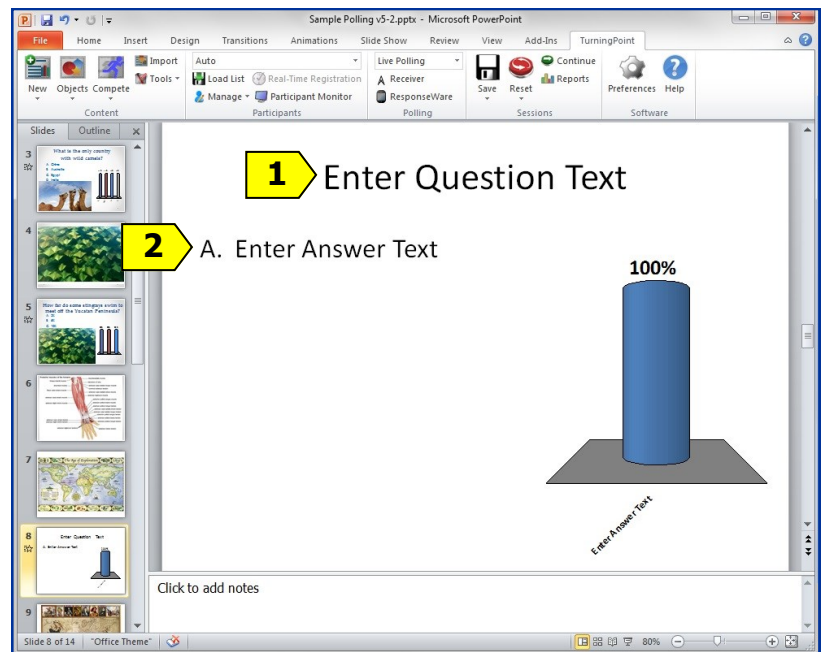

Fig 17

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 18)** to convert it to a polling slide. It must contain text for the question and multiple choice answers.
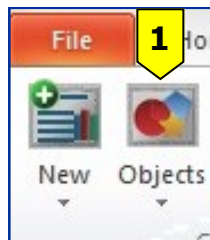
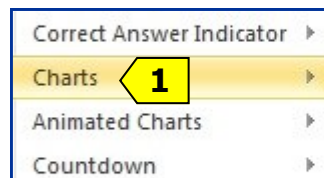2. Click on the **Objects** button **(Fig 19, 1)** on the TurningPoint toolbar at the top of the screen.

3. On the menu that drops down click on **Charts (Fig 20, 1)**.

4. On the menu that drops down click on **Vertical (Fig 21, 1)**.

5. You can resize and move the graph.

Fig 19

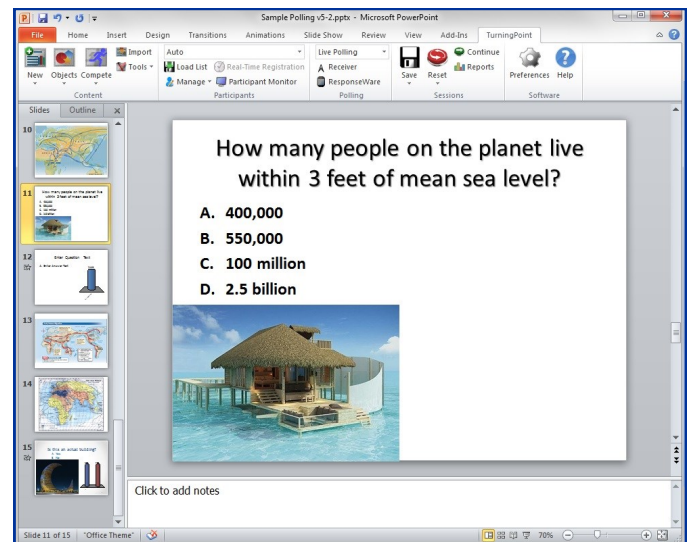*Fig 20*

Fig 18

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:

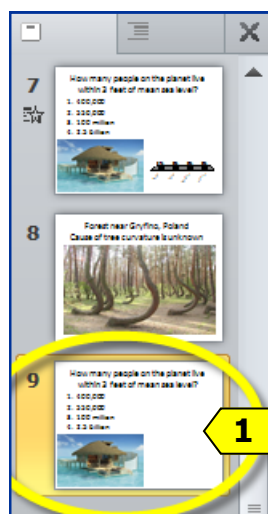**Right-click on the slide in the thumbnail view (Fig 22, 1)**, in the frame on the left-side of the screen.
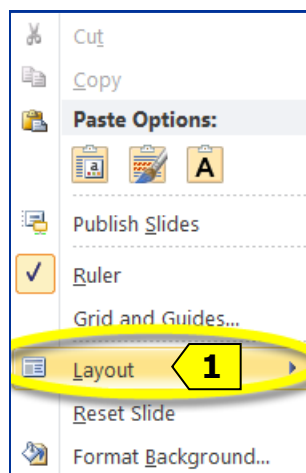
Fig 22

Fig 23

Fig 24

In the menu that drops down **left-click on Layout (Fig 23, 1)**, then **left-click on Title and Content (Fig 24, 1)** or **Title and Text (Fig 24, 2)**.

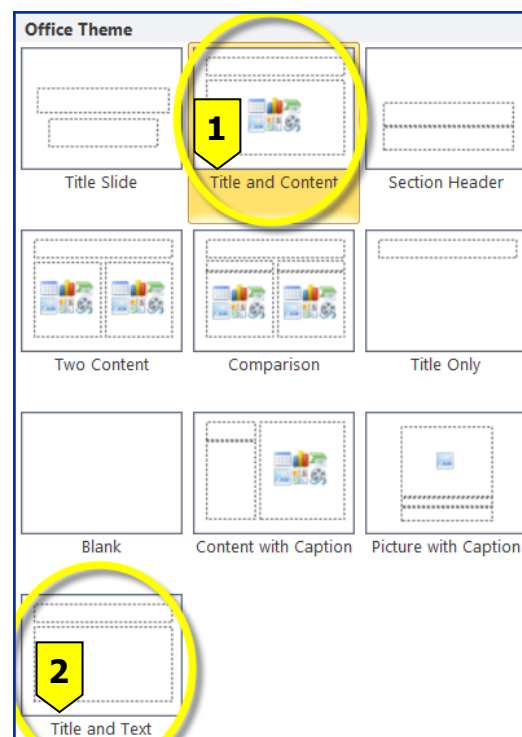## Save Your Presentation

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

1. Go to the **HCC website** (http://www.howardcc.edu) and click on **myHCC** (in the upper-right of the page).
2. Log in if necessary.
3. Under **Services** (in the middle of the page) click on **A/V Requests**.
4. **Fill-out the form** and make sure to request **Classroom Response Systems (Clickers)**.
   Make sure to indicate **Number of Clickers Needed**. Indicate any specific needs in the **Comments** section.
5. You will receive two email messages: the first will acknowledge receipt of your request; the second will confirm scheduling and availability of your request.
6. **Pick up your Clickers at N112**. (A.V. Services can be contacted at X4819.)

 =Tip   **= Caution**

In the Classroom: Prepare for Use

Plug-in the Receiver

Plug the receiver **(Fig 25)** in to a USB socket on the computer**.**

Fig 25

💡 *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.

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 26

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 26, 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 27

If the channel IS NOT set to 41
1. Click on the **Channel (Fig 27, 1)**.
   The Channel is the number under the word Receiver.

2. In the window that appears click on **Connections (Fig 28, 1)**.

3. Click **on the down-arrow (Fig 28, 2)** to the right of Receiver and click on **41**.

4. Click on the **Lock Receiver Channels** button **(Fig 28, 3)** near the top of that window.

5. Click on the **Close** button **(Fig 28, 4)** in the lower-right of that window.
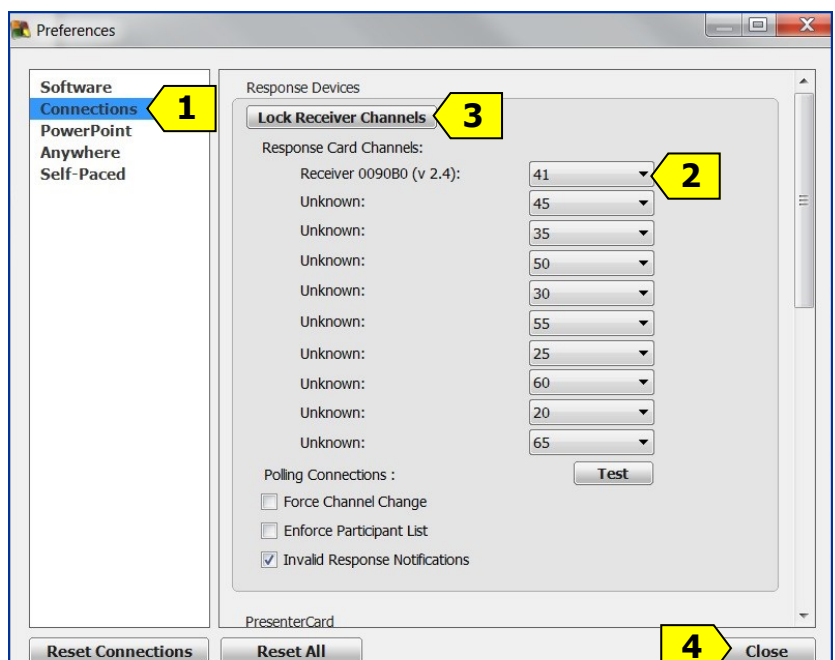

Fig 28

8

💡 *=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 29, 1)**, then click on **Open (Fig 29, 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 30, 1)** on the right-side of the TurningPoint toolbar, then click on **Session (Fig 30, 2)** on the menu that drops down. All of the graphs will be reset.
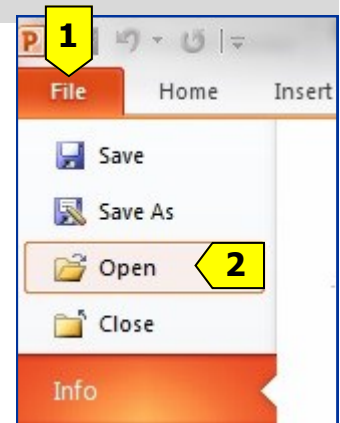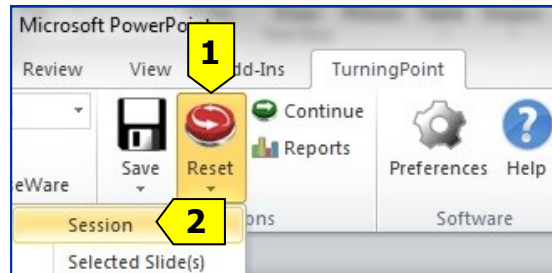
Fig 29

Fig 30

3. **To show your presentation:** Click on the **Slide Show** tab **(Fig 31, 1)**, on the top of the screen, click on the **From Beginning** button **(Fig 31, 2)**, on the far left.
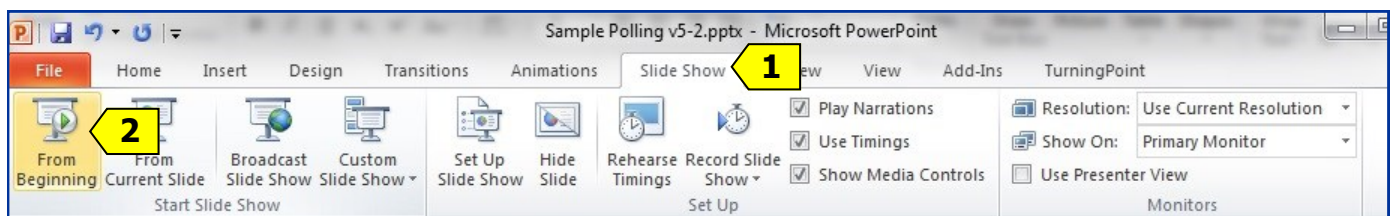
Fig 31

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 32)**.

   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 33)*** 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 32

Fig 33

💡 **=Tip**   ⚠️ **= Caution**

Control the presentation (continued)

2. **Use the Show Bar to see the number of responses (Fig 34, 1)** and to control the presentation. Notice that the green box on the far right says *Polling: Open* **(Fig 34, 2)**.

Fig 34

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 35, 1)** and the green box on the far right of the Show Bar is now brown and it says *Polling: Closed* **(Fig 35, 2).**

Fig 35

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 36, 1)**. Next, click on the **re-poll** button in the show bar **(Fig 35, 3)**.
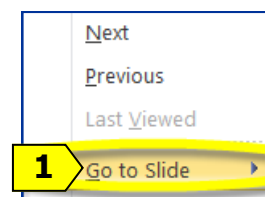

Fig 36

Save Session Data (Polling Results)

1. When polling is finished, click on the **Save** button **(Fig 37, 1)** on the TurningPoint toolbar.

2. Click on **Save Session (Fig 37, 2)**.

Fig 37

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