

US

University of Sussex

Technology Enhanced Learning

TurningPoint, Clickers and ResponseWare

About this guide

This document was created by Technology Enhanced Learning at the University of Sussex in order to provide guidance on using TurningPoint, Clickers and ResponseWare.

About TurningPoint

TurningPoint is software which enables users to create interactive response slides which can be integrated within PowerPoint presentations. TurningPoint is available in the software centre on all University of Sussex computers, see the [ITS help pages](#) for assistance.

Clickers are the physical handsets which can be used by students to respond to polling slides while ResponseWare is the app which allows students to respond to slides using their own mobile device. Users can choose to allow students to reply using the Clicker handsets, the ResponseWare app or both modes of response.

TurningPoint clickers can be borrowed from ITS who have about 480 clickers available. Staff can book these in advance by emailing voting-clickers@sussex.ac.uk. Clickers can be collected and returned on the day that they will be used. The ResponseWare app can be downloaded for free from the App Store and Google Play Store.

Please email tel@sussex.ac.uk if you would like to create a ResponseWare account allowing you to use the University of Sussex's licence.

About Technology Enhanced Learning (TEL)

Technology Enhanced Learning support staff at the University of Sussex in effective and innovative approaches to using technology in teaching, learning and assessment.

Please contact us if you have any specific queries or visit our website for additional guides and resources:

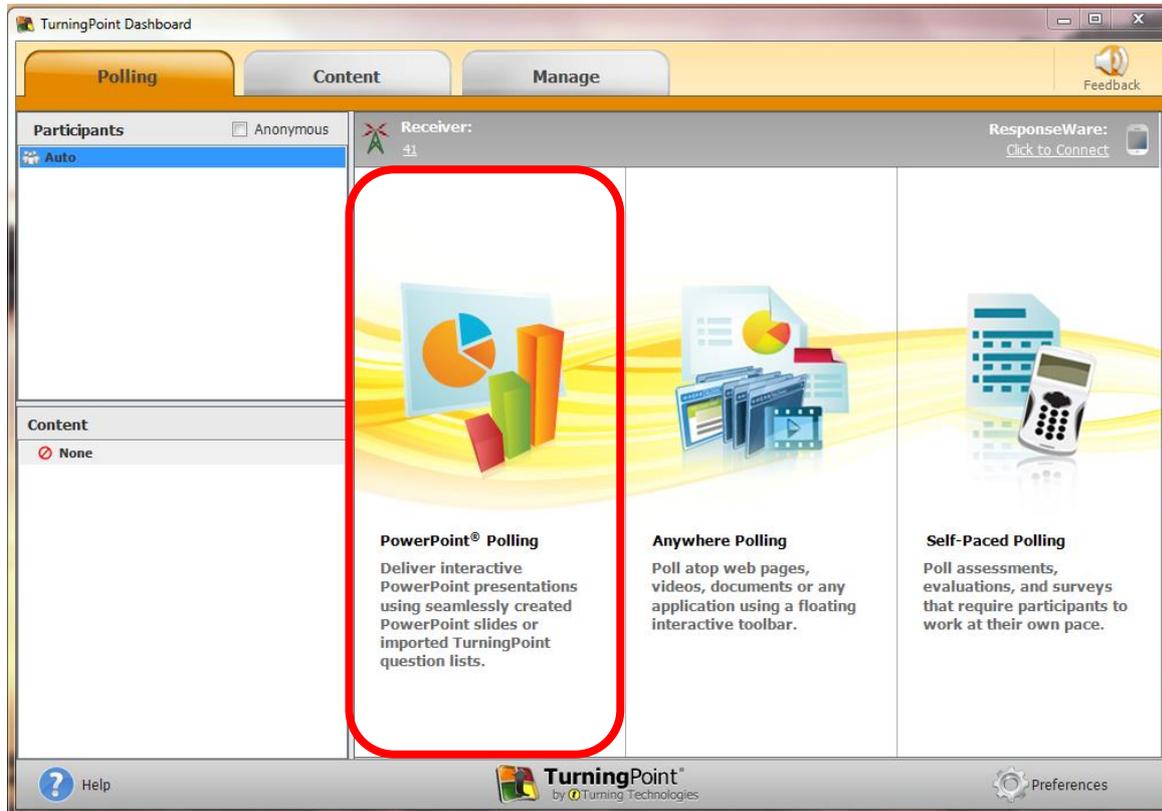
- Website: www.sussex.ac.uk/tel
- Email: tel@sussex.ac.uk

Contents

TurningPoint, Clickers and ResponseWare	0
About this guide.....	1
About TurningPoint.....	1
Creating a polling slide	3
Setting up a session using Clickers	6
Setting up a session using ResponseWare	8
Setting up a session using both Clickers and ResponseWare	12
Generating reports.....	13
About Anywhere Polling	16
Anywhere Polling – Quick polling.....	17
Anywhere Polling – Question list.....	23

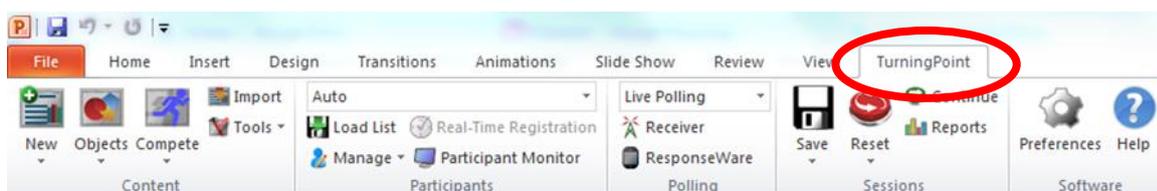
Creating a polling slide

First make sure that all PowerPoint windows are closed before you start. Next click 'Start' and open TurningPoint. Once opened click 'PowerPoint Polling'.

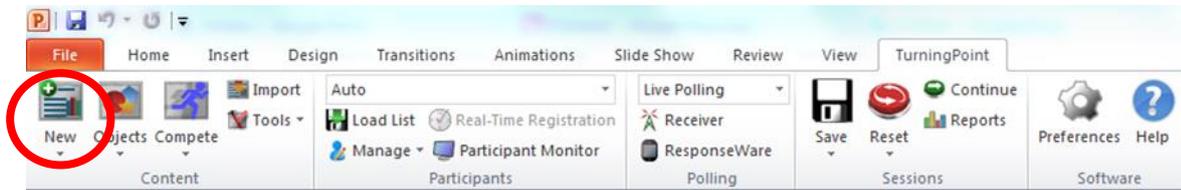


If you would like to adapt an existing presentation simply open your document by clicking 'File' and then 'Open' as you would normally do. Alternatively you could create a new presentation.

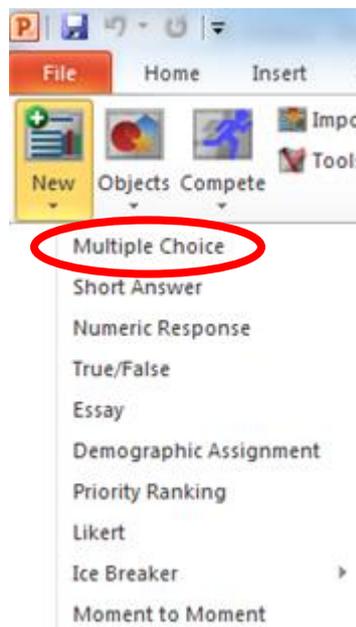
You will see that your PowerPoint window now has an additional tab called 'TurningPoint'.



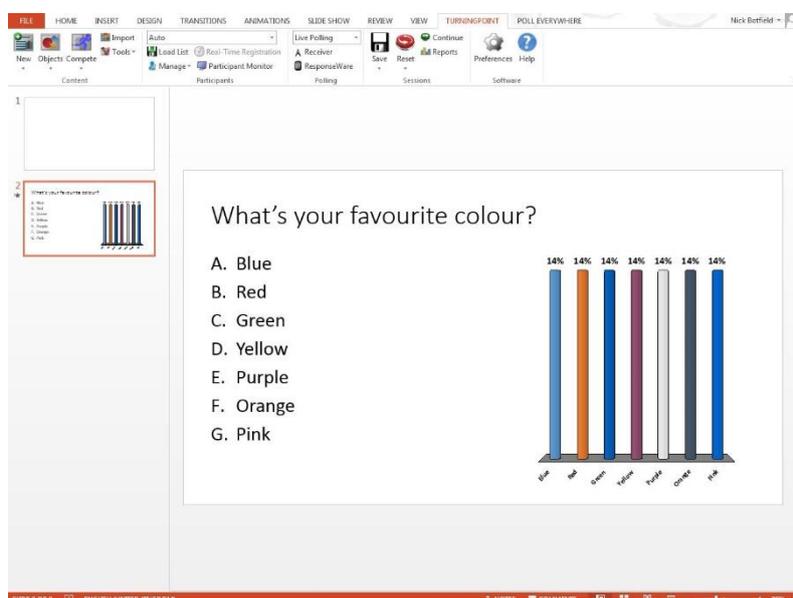
Click on the 'TurningPoint' tab and then click 'New' to create a new slide.



Next select what type of question you would like to ask from the drop down box that appears (for this example we will choose multiple choice).



Fill in the text boxes that appear on the slide with your chosen question and answers.



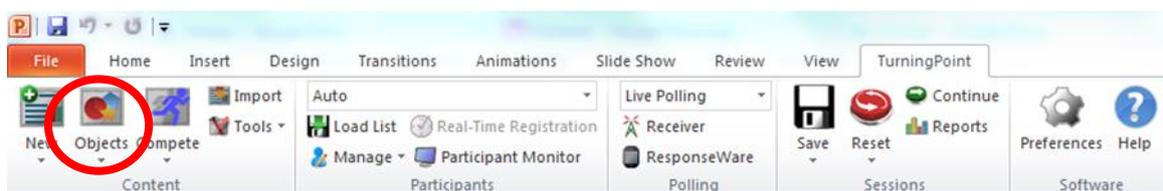
Now you can set the 'Slide Preferences' that you would like to apply to a specific question using the blue window on the right hand side of your screen. There are many different options, for example for a multiple choice poll you can:

- choose to make to poll anonymous (tick to activate)
- choose how you want to label answers, e.g. A, B, C, D or 1,2,3,4 (choose from drop down box)
- enable multiple responses and add a limit - allows students to vote more than once (tick to activate)
- choose whether to show results and when to show them (tick to activate and then choose from drop down box)
- accept first response only - choose whether students can alter their answer
- assign scores to answers
- choose from drop down boxes which answers are correct or incorrect

The 'Slide Preferences' dialog box is shown with the following settings:

- Question Options:**
 - Anonymous
 - Bullet Format: A, B, C, D
 - Multiple Responses
- Polling Options:**
 - Automatically Open Polling
 - Show Results
 - After Polling
 - First Response Only
- Scoring Options:**
 - Correct Point Value: 1
 - Incorrect Point Value: 0
 - Speed Scoring
 - Show Advanced Scoring
- Answers A, B, C, D, and E are all set to 'No Value'.
- A 'Convert to Demographic' button is at the bottom.

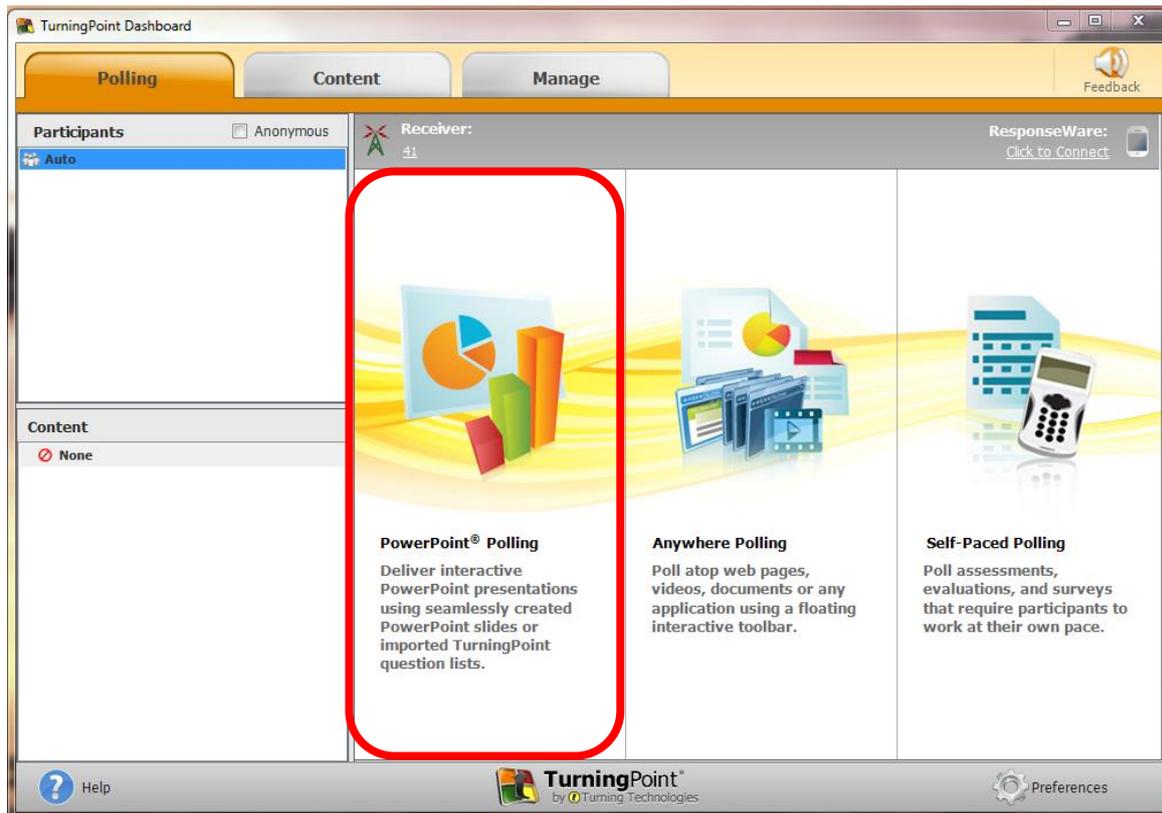
You can also format the chart and add symbols to indicate correct answers by using the button labelled 'Objects'.



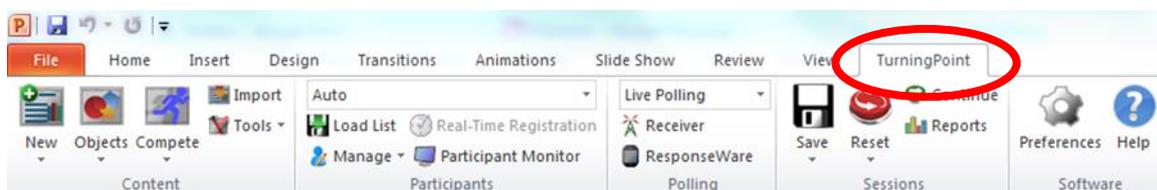
Repeat these steps for each slide that you would like to create. Then save your presentation in the same way that you would when saving a regular PowerPoint presentation.

Setting up a session using Clickers

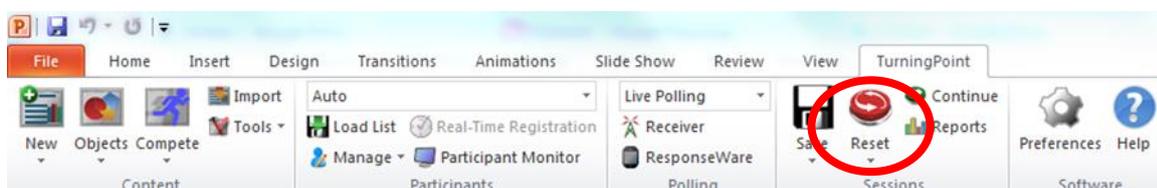
These steps should be followed just before you start your presentation. Make sure that all PowerPoint windows are closed and that the USB receiver is plugged in to the computer (essential first step). Launch the TurningPoint software by clicking 'Start', opening TuringPoint and clicking 'PowerPoint Polling'.



Open your pre-made Powerpoint presentation. Once opened click the TuringPoint tab.



Then click the 'Reset' button within this tab to make sure that there is no information from previous polling sessions attached to any slides.



Hand out your clickers to students. Start your presentation, students will then be able to vote using the handsets when the slides appear.

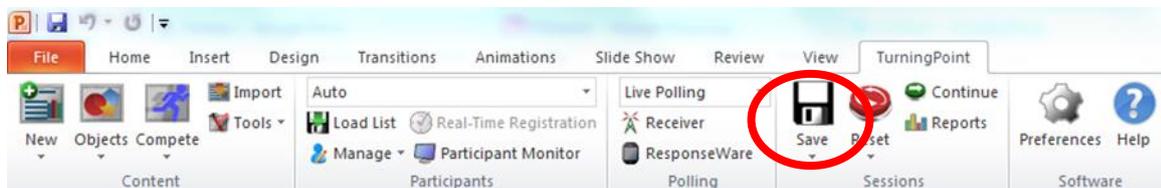
A bar will appear at the top of your screen which allows you to see how many responses you have received. Your poll will open automatically as soon your slide appears and you will see that this bar displays 'Polling Open' in a green box.



When you click the slide again your poll will close, this box will change to red and will read 'Polling Closed'.

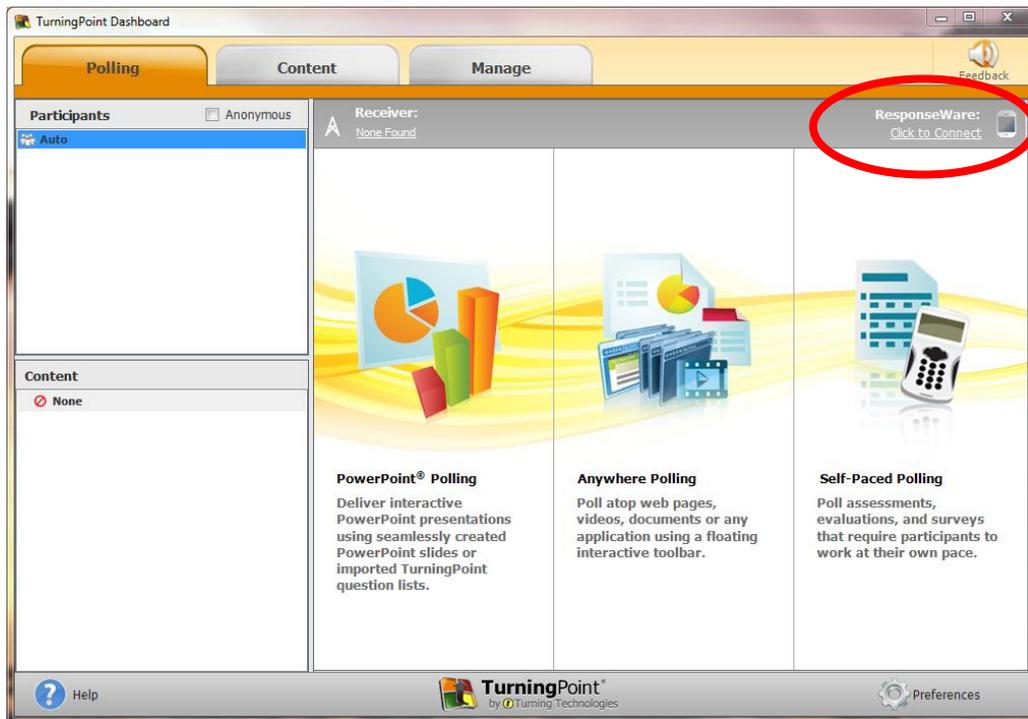


After you have finished you can save your results by clicking the 'Save' button within the TurningPoint tab, then press the 'Reset' button which will reset your poll ready for the next time you wish to use the presentation.

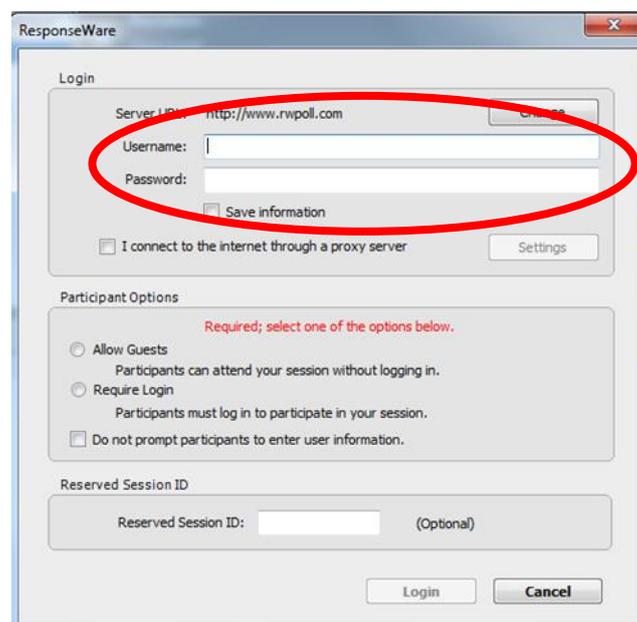


Setting up a session using ResponseWare

These steps should be followed just before you start your presentation. Open TurningPoint by clicking the 'Start' button and then clicking 'TurningPoint'. When TurningPoint opens click 'Click to Connect' in the top right hand corner of the window.



The following window will appear. Fill in the fields with your ResponseWare username and password.



Choose to **'Allow Guests'** and tick the box labelled 'Do not prompt participants to enter user information', this enables students to respond to your polls without creating their own accounts.

Participant Options

- Allow Guests
Participants can attend your session without logging in.
- Require Login
Participants must log in to participate in your session.
- Do not prompt participants to enter user information.

Then click 'Login'.

ResponseWare

Login

Server URL:

Username:

Password:

Save information

I connect to the internet through a proxy server

Participant Options

Required; select one of the options below.

- Allow Guests
Participants can attend your session without logging in.
- Require Login
Participants must log in to participate in your session.
- Do not prompt participants to enter user information.

Reserved Session ID

Reserved Session ID: (Optional)

The following window will appear which provides you with a **Session ID** for your presentation.

ResponseWare

Session ID: 214870

Welcome:

Use Basic Mode: False

Number of Connections: 0

Average Response Time: 188 ms

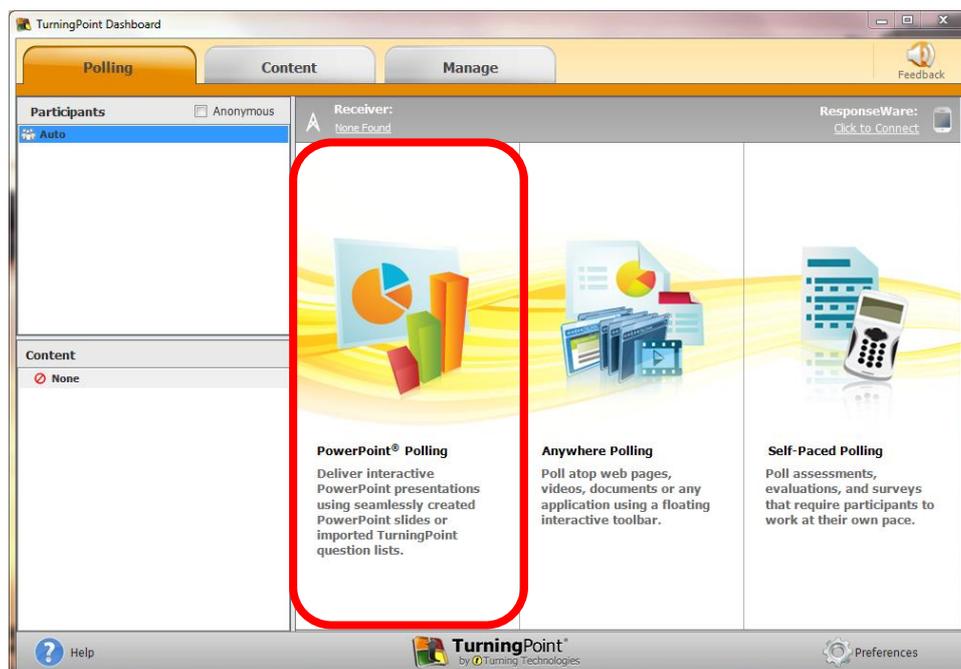
Error Rate: 0.00%

This **Session ID** should be given to students who have downloaded the ResponseWare app. They can then type this number into the 'Enter Session ID' box in the app to join in with the session.

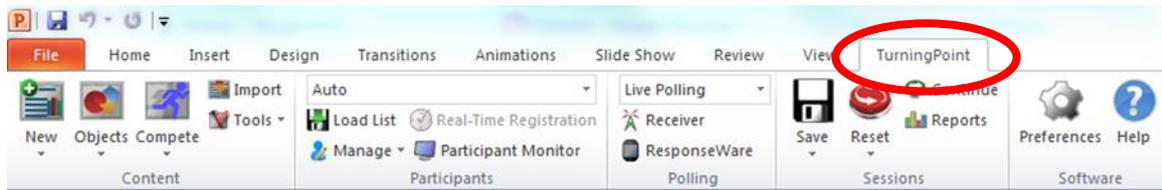


Follow these steps each time you start a new session in which you are using polling slides in order to generate a unique **Session ID** to give to your students.

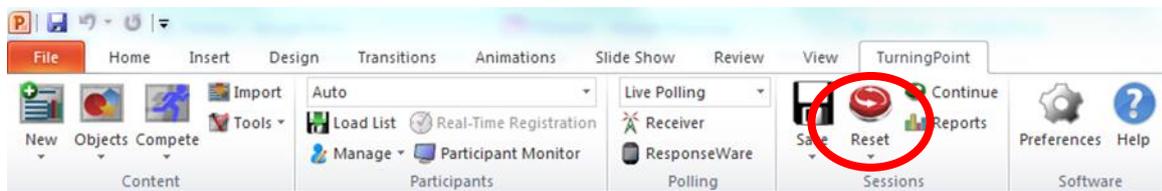
Click 'PowerPoint Polling' and open your pre-made presentation.



Once opened click the TurningPoint tab.



Then click the 'Reset' button within this tab to make sure that there is no information from previous polling sessions attached to any slides.



Start your presentation, students will then be able to vote using the app when the slides appear.

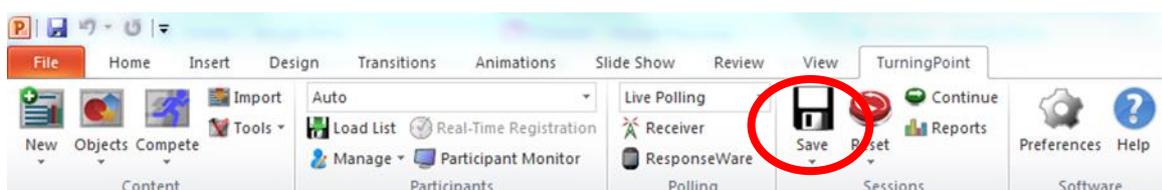
A bar will appear at the top of your screen which allows you to see how many responses you have received. Your poll will open automatically as soon your slide appears and you will see that this bar displays 'Polling Open' in a green box.



When you click the slide again your poll will close, this box will change to red and will read 'Polling Closed'.



After you have finished you can save your results by clicking the 'Save' button within the TurningPoint tab, then press the 'Reset' button which will reset your poll ready for the next time you wish to use the presentation.

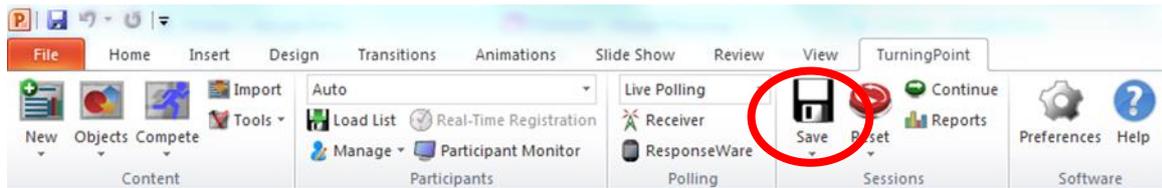


Setting up a session using both Clickers and ResponseWare

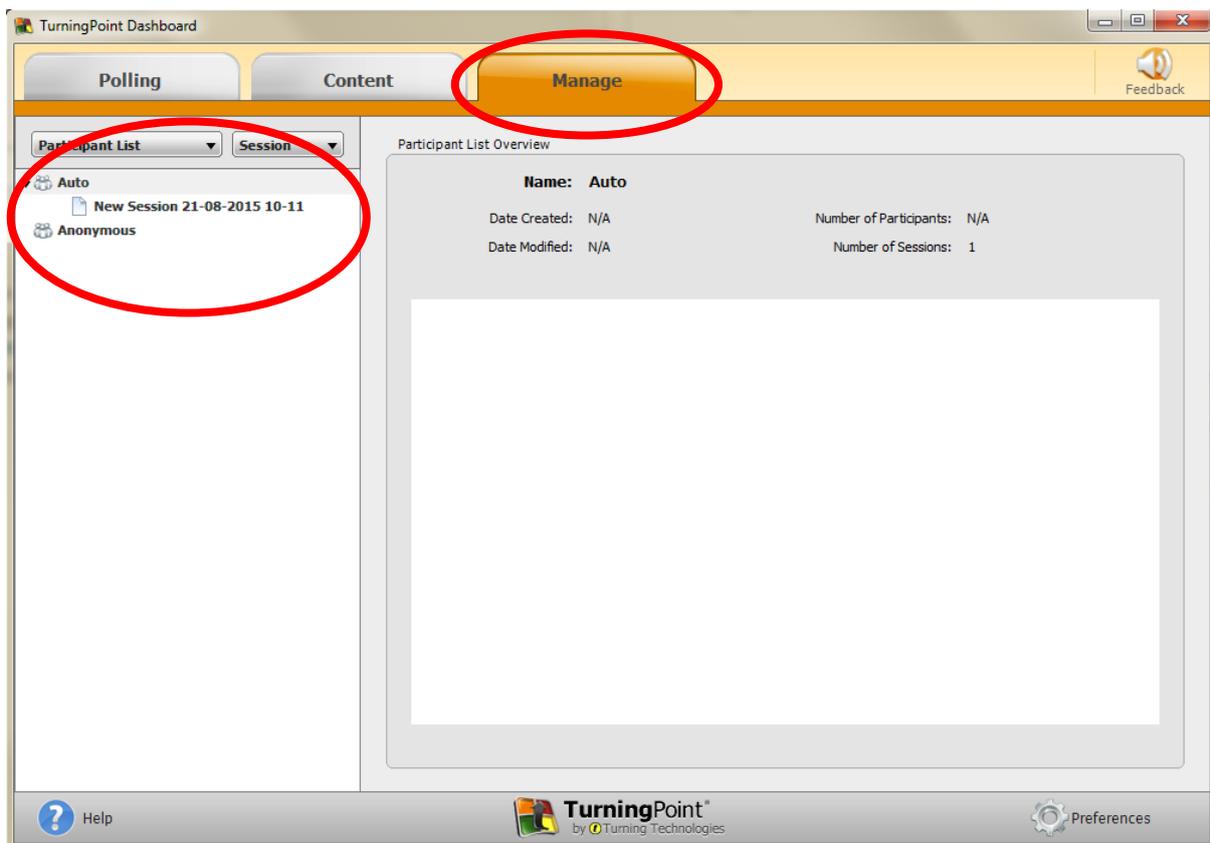
In order to set up a session in which students can respond using either Clickers or the ResponseWare app follow the steps provided in the sections of this guide titled [Setting up a session using Clickers](#) and [Setting up a session using ResponseWare](#). Students can then choose how they would like to respond to your polling slides.

Generating reports

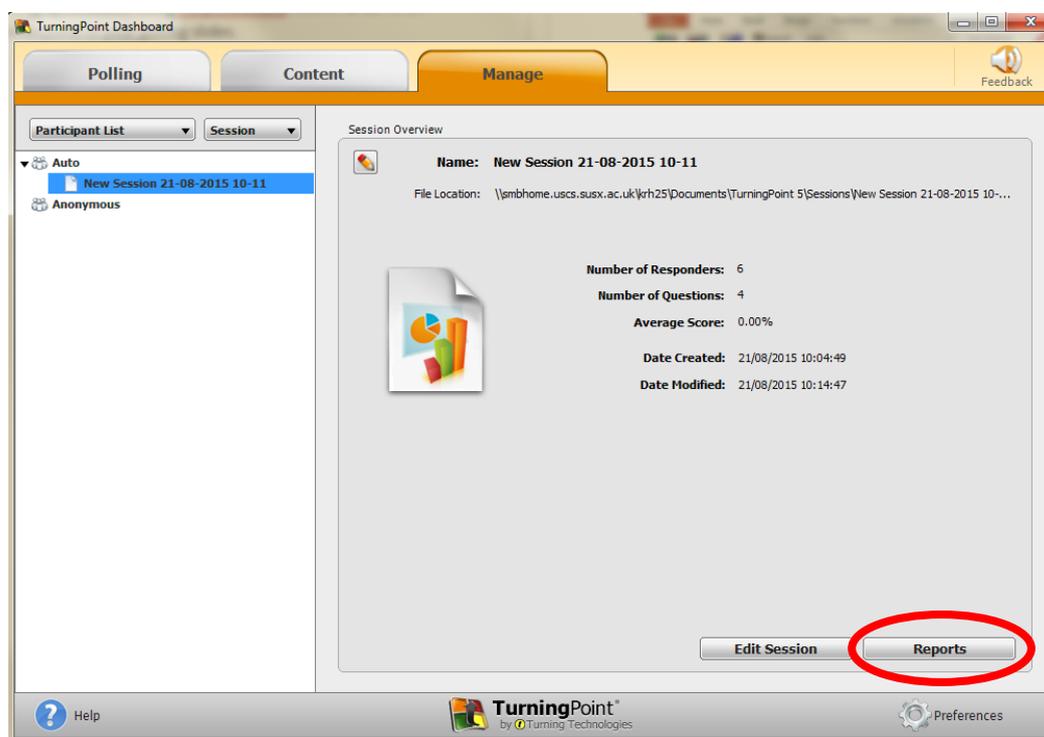
When you finish your session make sure you save your results so that you are able to generate a report. You can do this by clicking the 'Save' button within the TurningPoint tab after you finish your session and before you close your presentation.



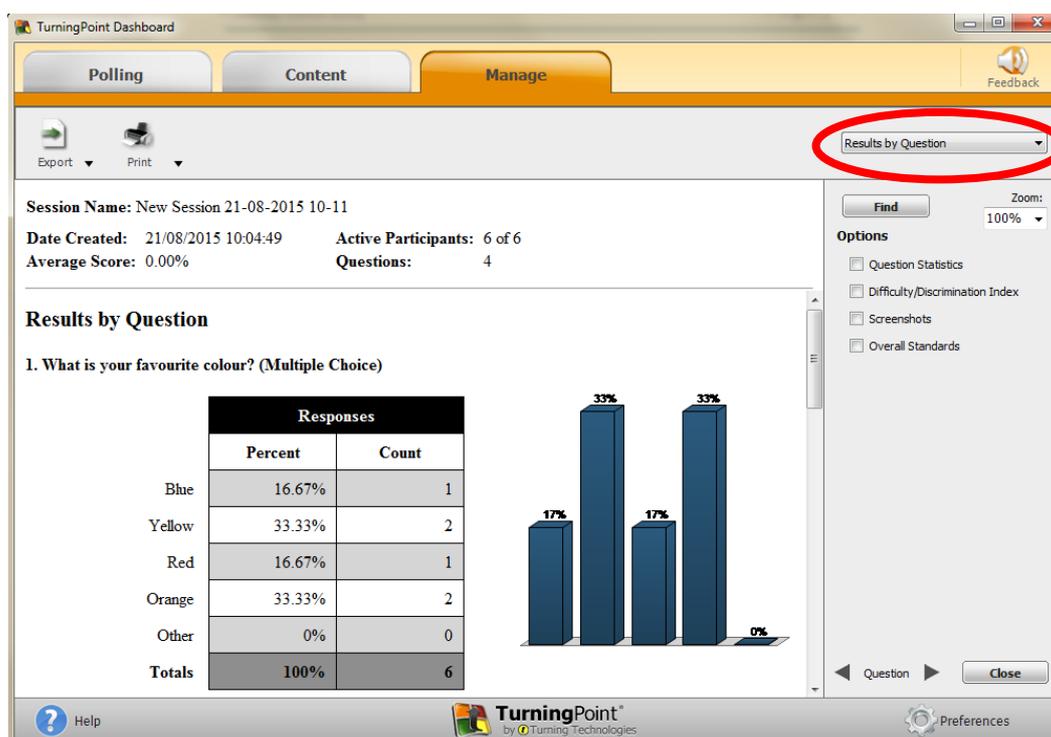
You can now close your presentation. When you do so the Turing Point screen will appear. Click on the 'Manage' tab at the top of this screen. Then select the session that you would like to generate a report for from the list on the left hand side.



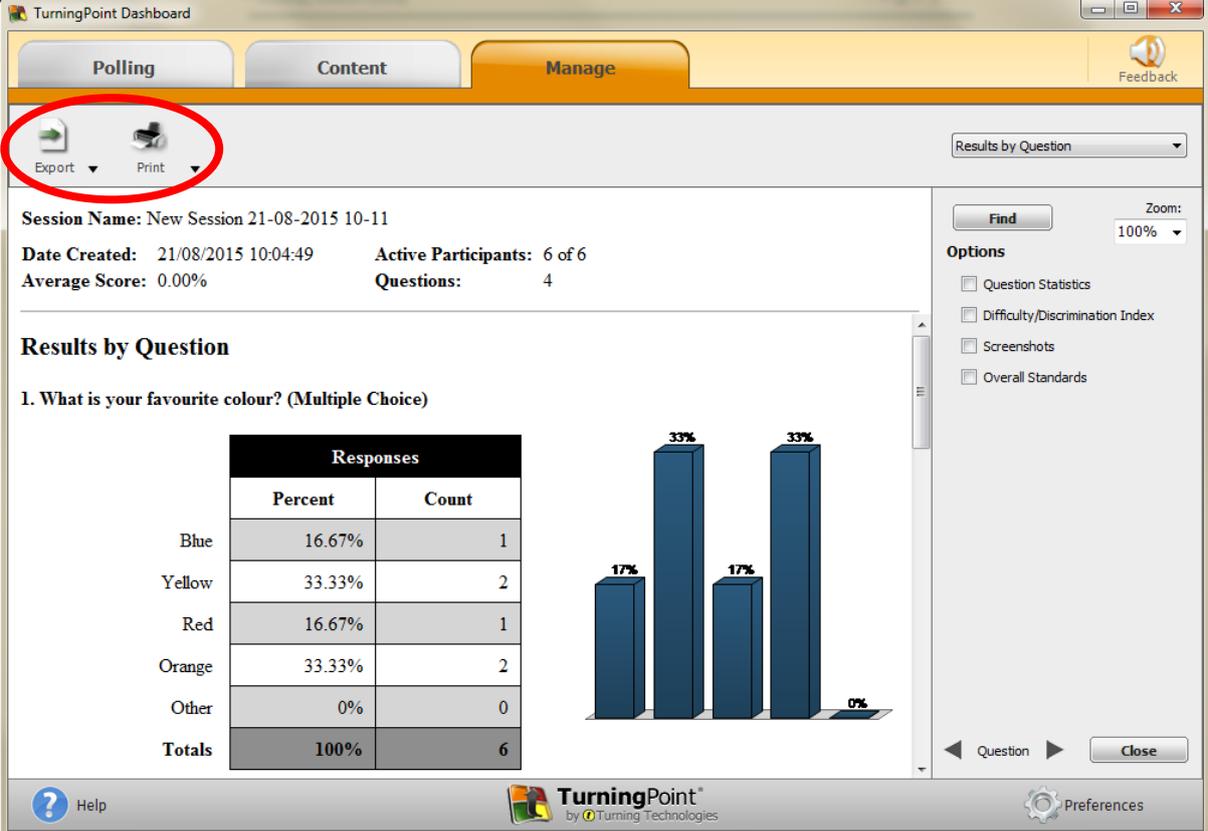
Then click 'Reports'.



Select how you would like to view your reports using the dropdown box on the right hand side.



You can then choose to either export and save your report (as a CSV, Excel or HTML file) or print your report.



The screenshot shows the TurningPoint Dashboard interface. At the top, there are three tabs: 'Polling', 'Content', and 'Manage'. The 'Manage' tab is active. Below the tabs, there are 'Export' and 'Print' buttons, which are circled in red. To the right of these buttons is a 'Results by Question' dropdown menu. Below this, session details are displayed: 'Session Name: New Session 21-08-2015 10-11', 'Date Created: 21/08/2015 10:04:49', 'Average Score: 0.00%', 'Active Participants: 6 of 6', and 'Questions: 4'. On the right side, there is a 'Find' button, a 'Zoom' dropdown set to 100%, and an 'Options' section with checkboxes for 'Question Statistics', 'Difficulty/Discrimination Index', 'Screenshots', and 'Overall Standards'. The main content area shows 'Results by Question' for the question '1. What is your favourite colour? (Multiple Choice)'. It includes a table of responses and a bar chart.

Responses		
	Percent	Count
Blue	16.67%	1
Yellow	33.33%	2
Red	16.67%	1
Orange	33.33%	2
Other	0%	0
Totals	100%	6

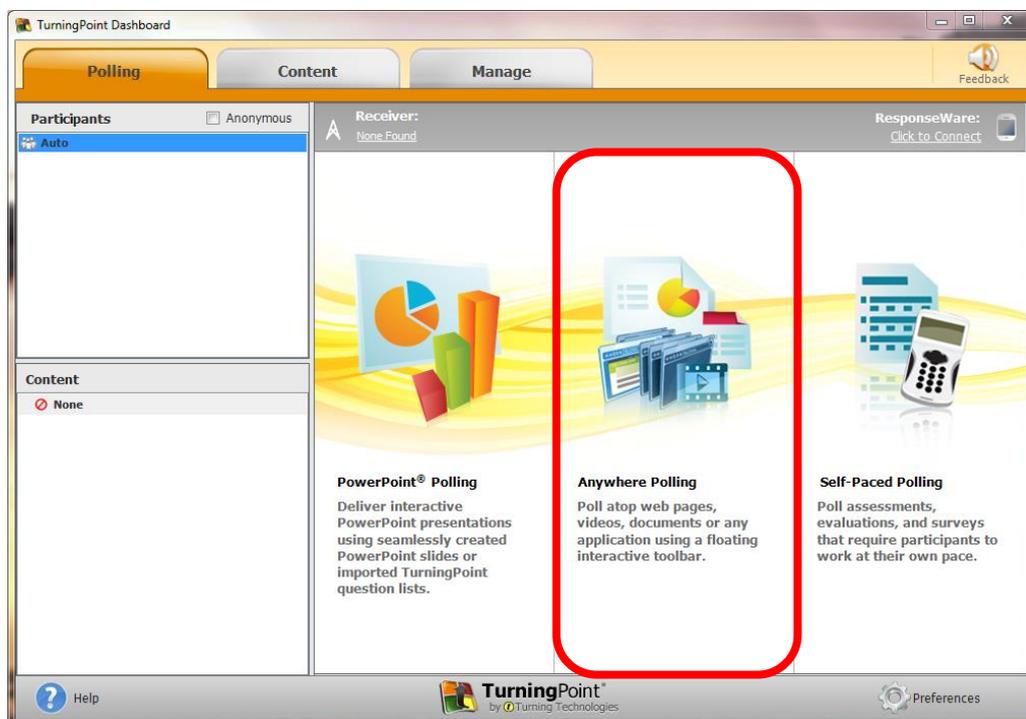
The bar chart shows the following data: Blue (16.67%), Yellow (33.33%), Red (16.67%), Orange (33.33%), and Other (0%).

The 'Save' button *within the TuringPoint tab* saves your report to the computer that you have used to carry out your session so be sure to export and save a copy of your report to your personal documents by following the steps above.

About Anywhere Polling

Anywhere Polling allows you to carry out polling and quizzing activities whilst in any other application, for example web pages, videos or images, and documents. Unlike PowerPoint Polling, Anywhere Polling is not integrated into Microsoft PowerPoint.

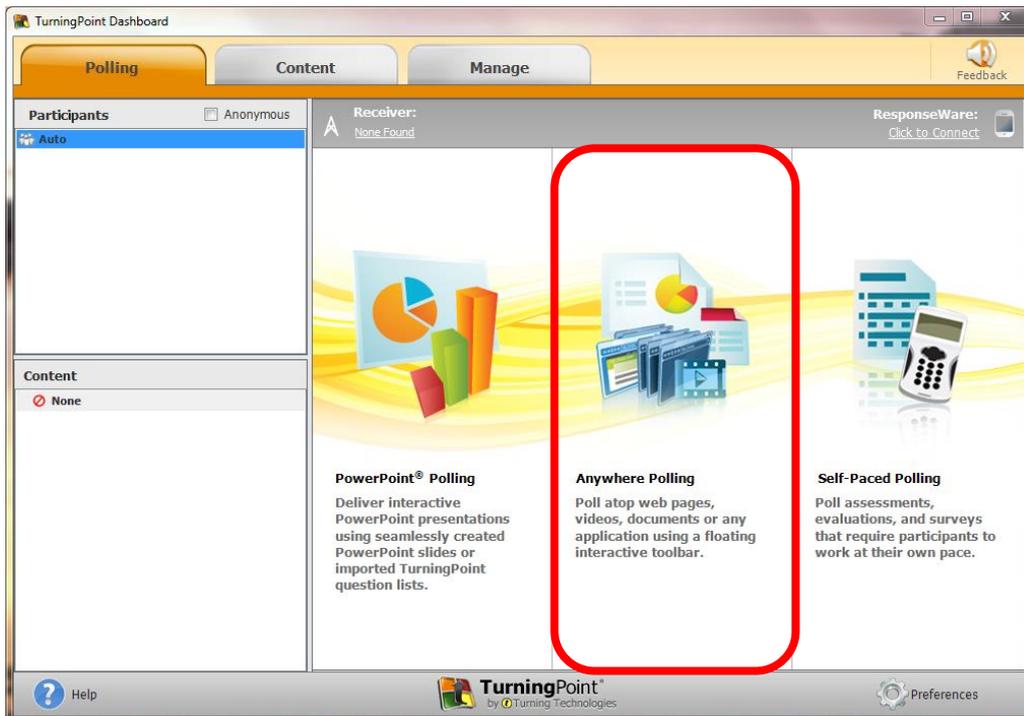
Set up your session by following the instructions presented in the sections of this guide titled [Setting up a session using Clickers](#) and [Setting up a session using ResponseWare](#). However, when you are asked to click 'PowerPoint Polling' instead click 'Anywhere Polling'.



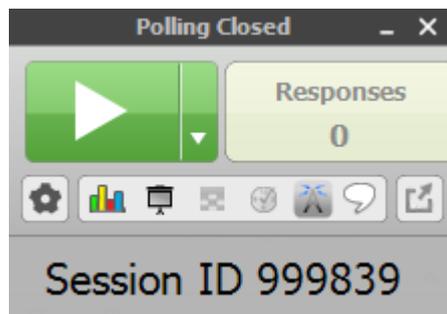
Anywhere Polling – Quick polling

'Quick polling' within Anywhere Polling allows you to pose questions to your audience 'on the fly' meaning that you do not need to create questions before your session.

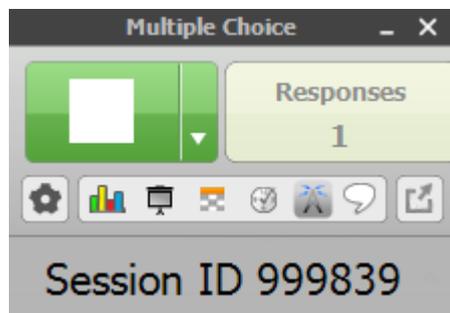
First set up your session using Clickers and/or ResponseWare by following the guidelines presented above. Open 'Anywhere Polling' in the TurningPoint window.



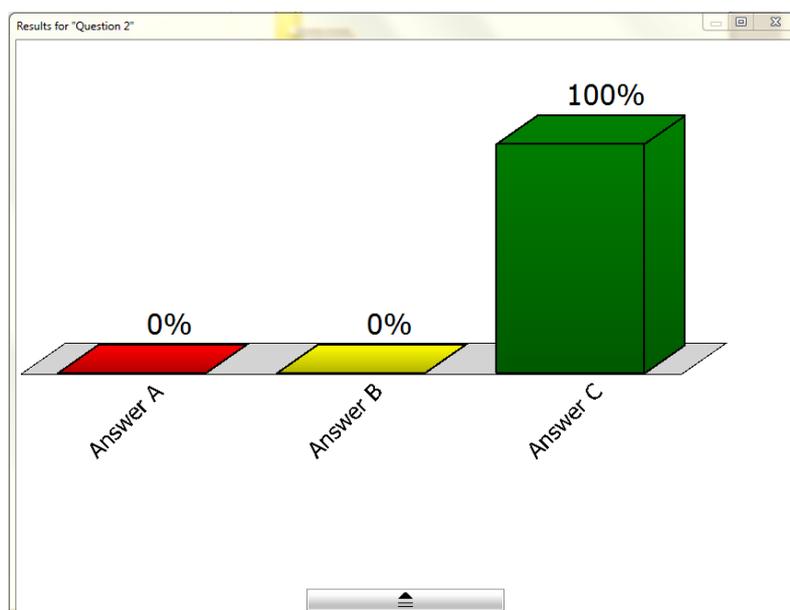
When you open 'Anywhere Polling' a small floating window will appear. Click the green play button to pose your first question. Questions are posed verbally to participants with no questions appearing on the screen.



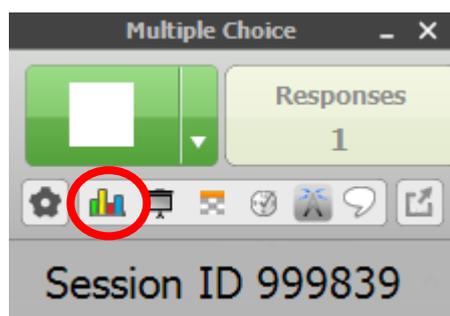
You can track the number of responses you receive using this window, when you have received all of your responses click the green stop button.



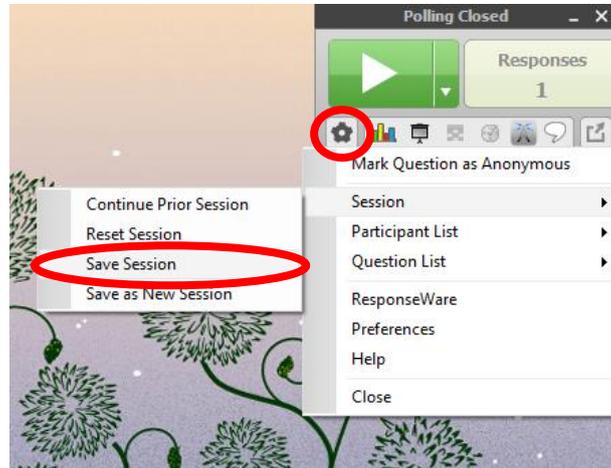
When you click 'Stop' a graph will appear displaying the results. Right click on an answer to mark it as correct.



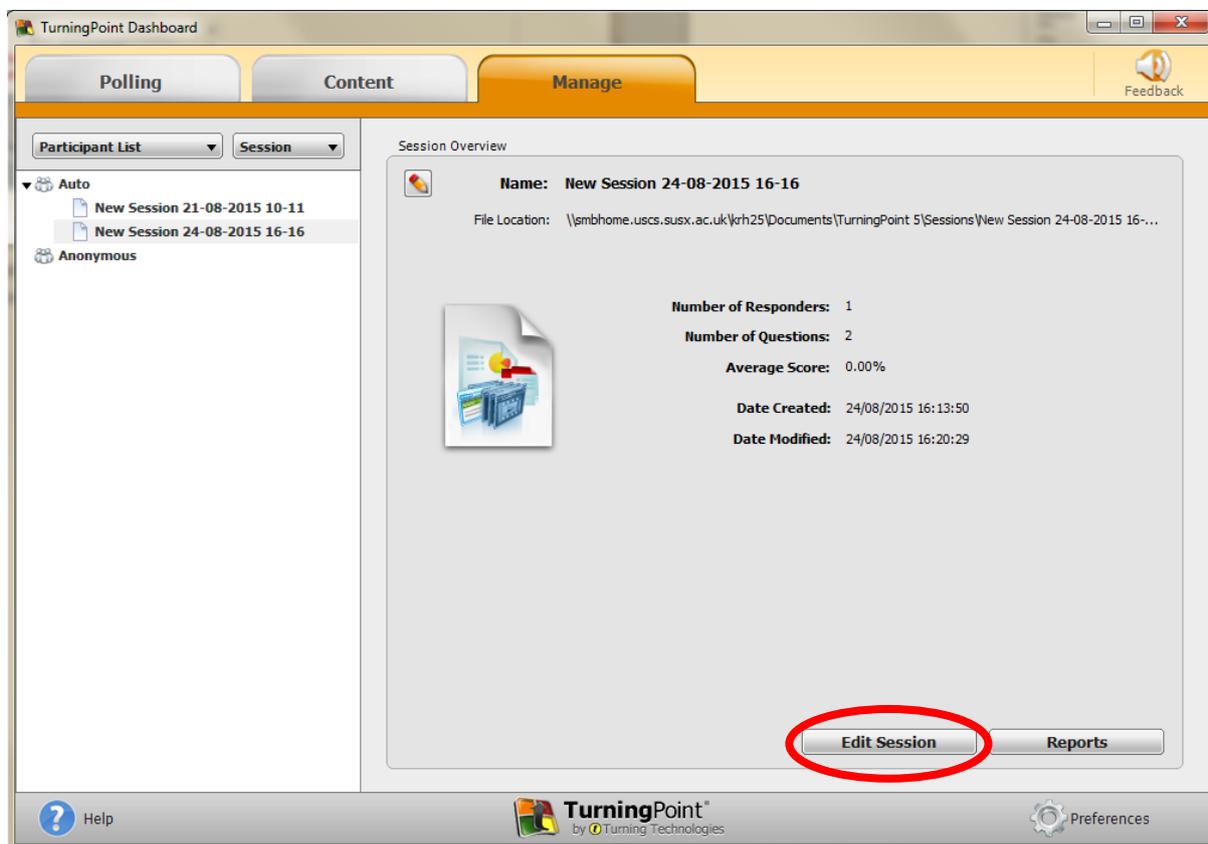
Repeat these steps for each question that you wish to pose. You can use the graph button to hide and display the results.



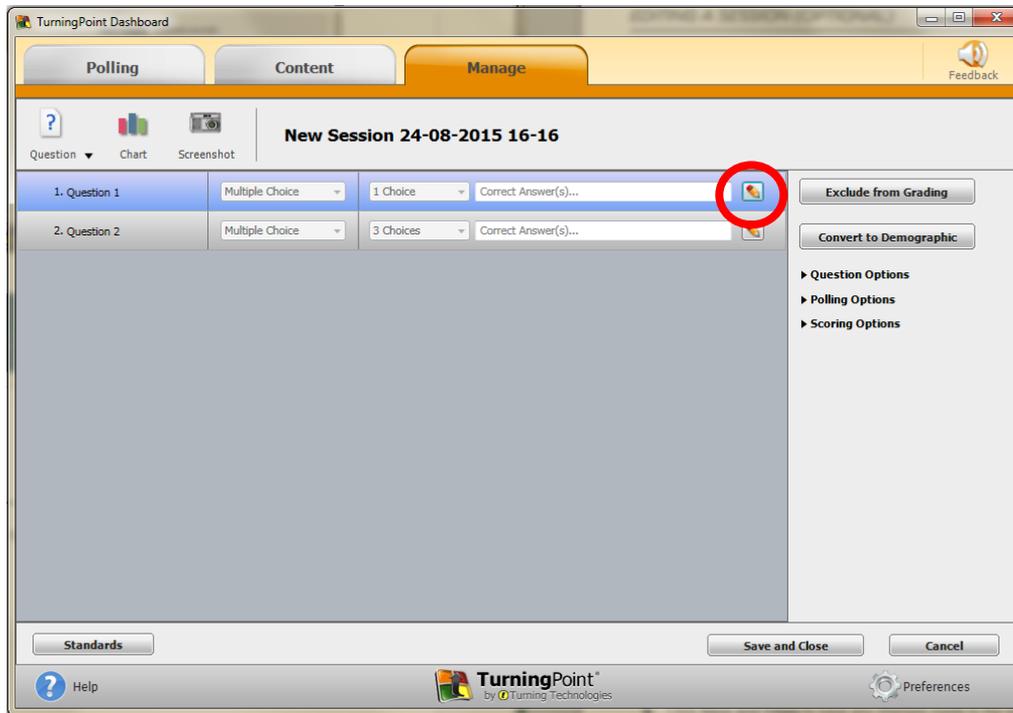
Once you have finished your session save it by clicking the cog icon, selecting 'Session' and then 'Save Session'.



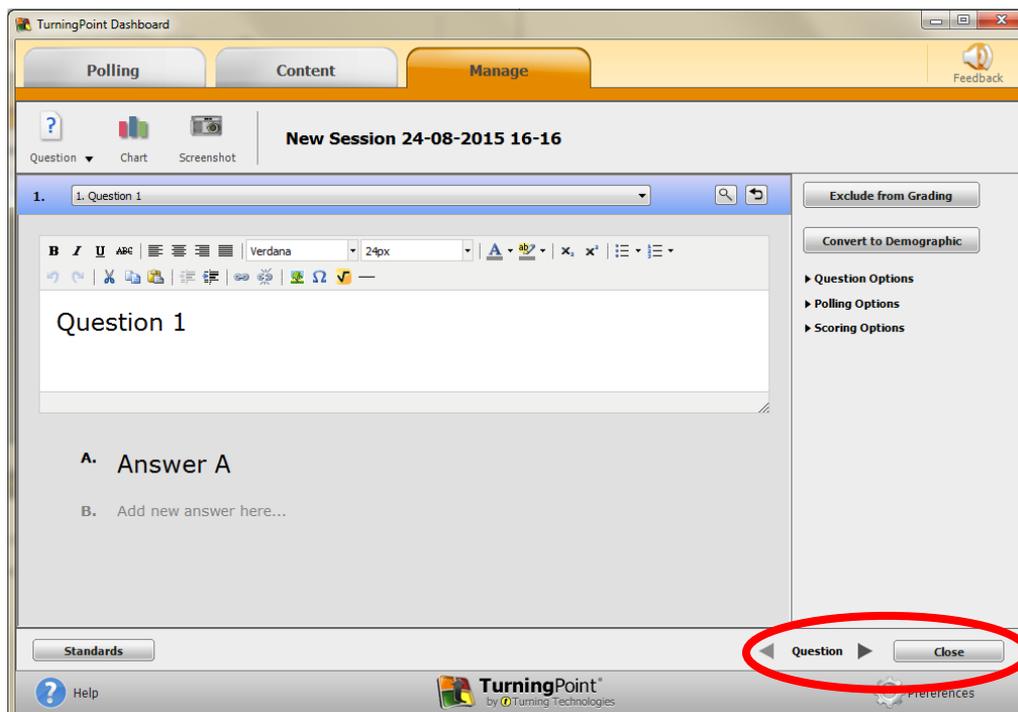
You can then exit you polling session and generate a report. When you exit the floating polling window you will be taken automatically to the following window. You now have the opportunity to edit your session allowing you to add in the questions that you asked your audience. To do this click 'Edit Session'.



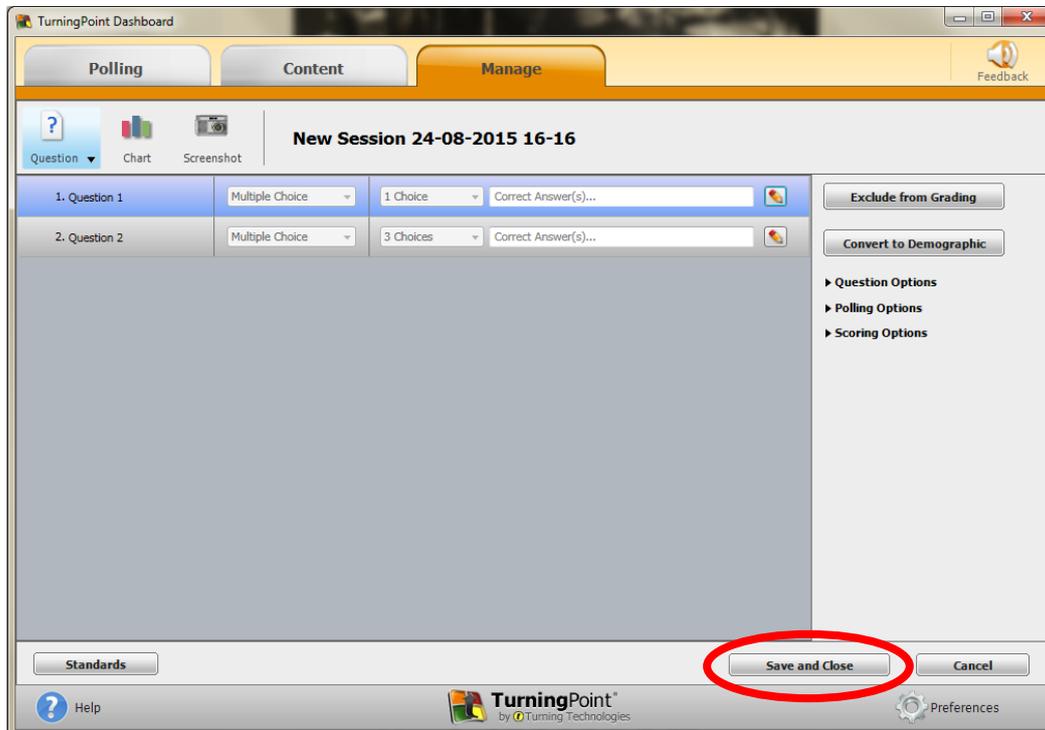
Then click on the pencil icon next to the question that you would like to edit.



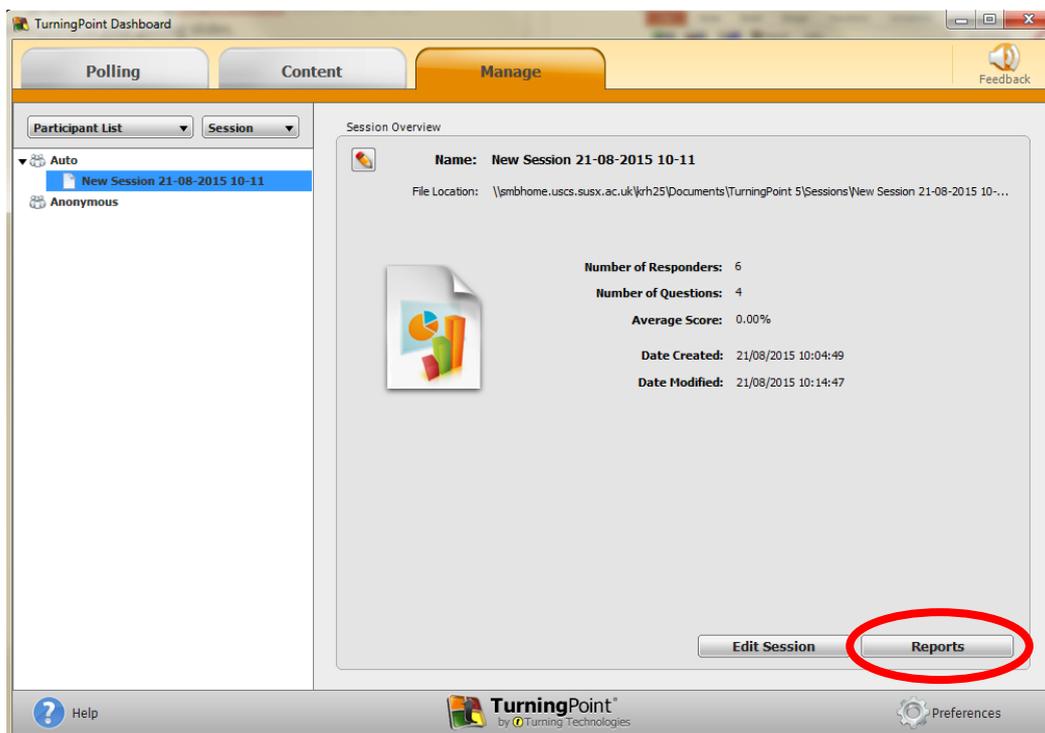
Type in your question and answers. Use the arrows at the bottom of the screen to move between questions. Click 'Close' when you have finished.



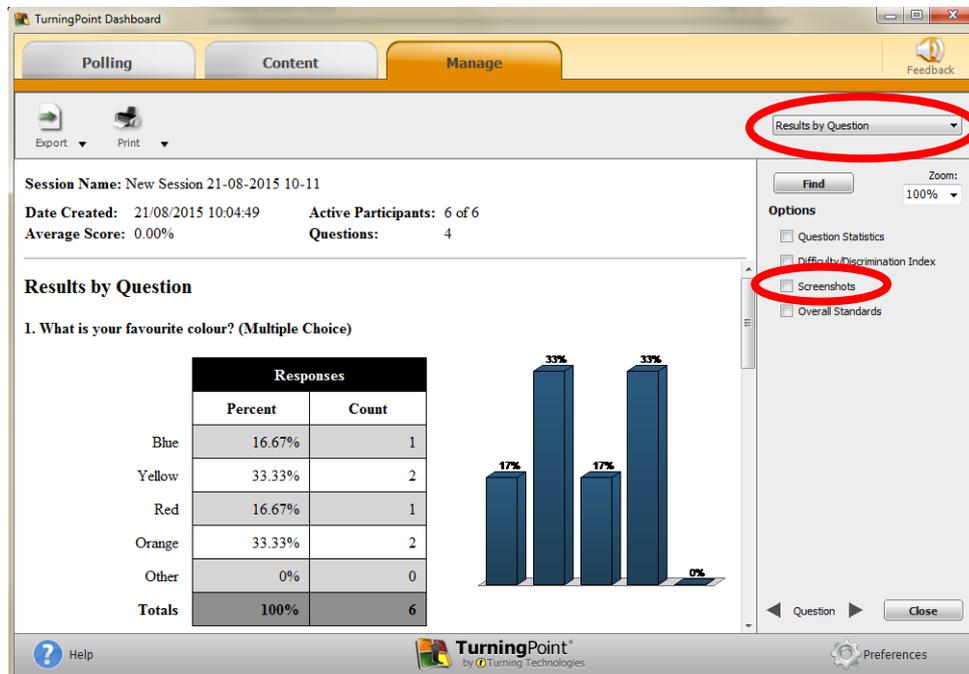
When you have finished editing your session click 'Save and Close'.



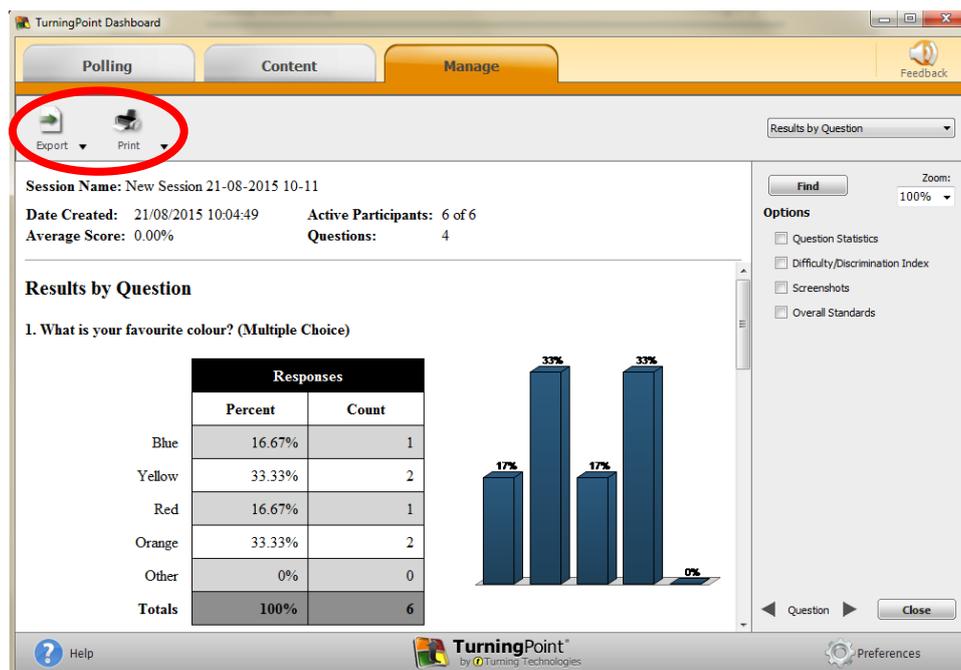
Then click 'Reports'.



Select how you would like to view your reports using the dropdown box on the right hand side. You can also choose to include screenshots, this will display an image of whatever was on the presenter's screen when a question was posed.



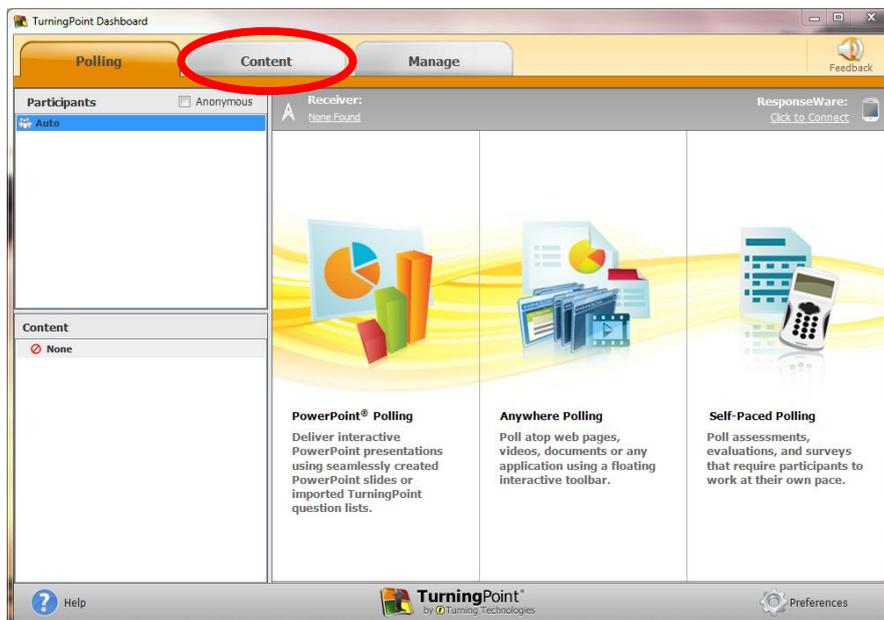
You can then choose to either export and save your report (as a CSV, Excel or HTML file) or print your report. Remember to save your report to your personal documents to ensure that you have a copy.



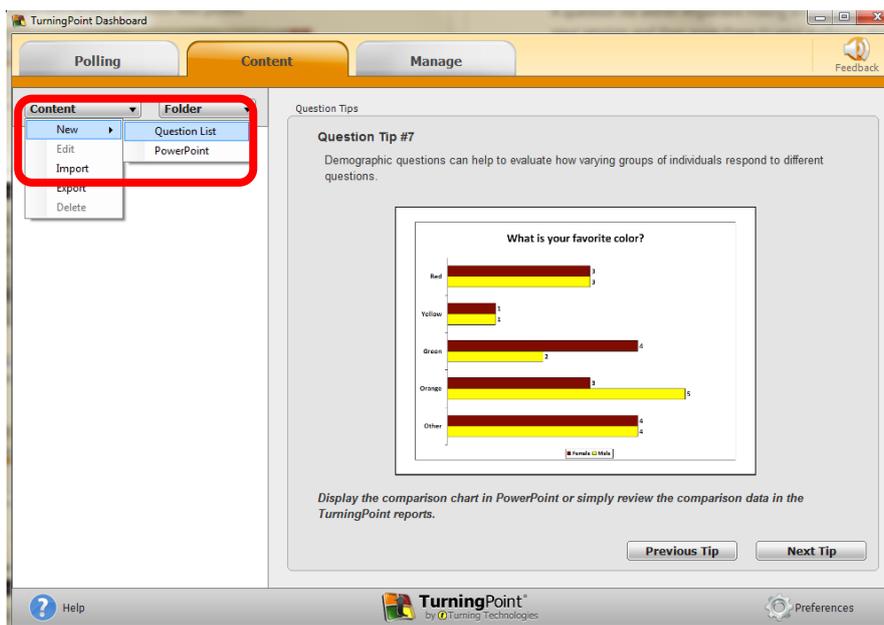
Anywhere Polling – Question list

A 'Question list' within Anywhere Polling enables you to create a list of questions before your session and then pose these to your audience atop other applications, again without embedding your questions within a PowerPoint presentation.

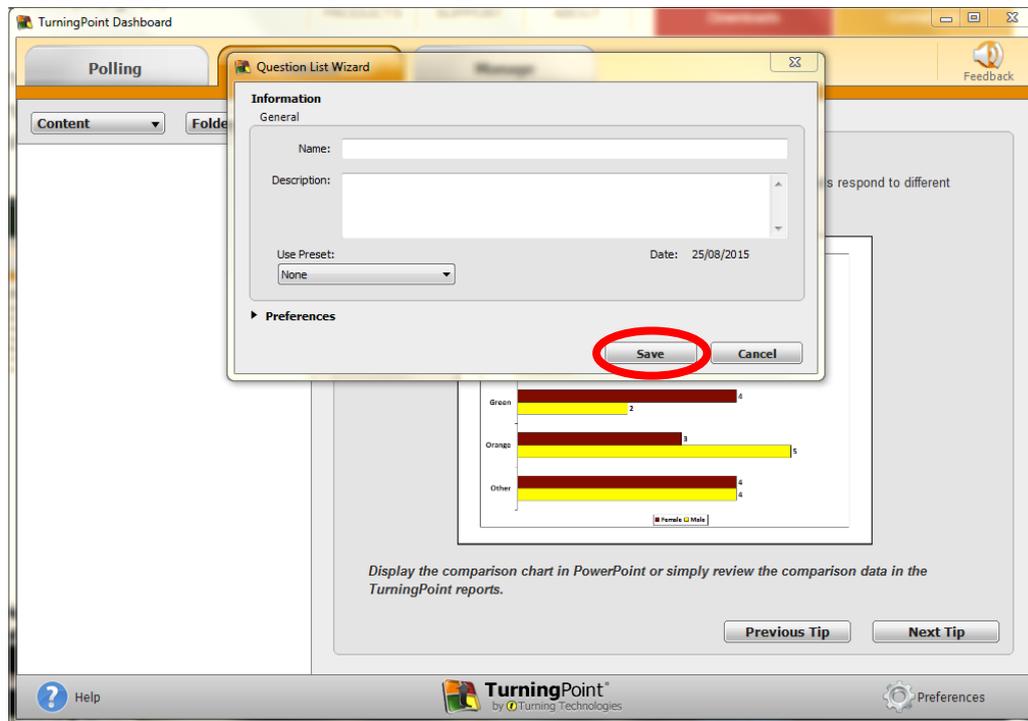
Start by clicking on the 'Content' tab within the TurningPoint window.



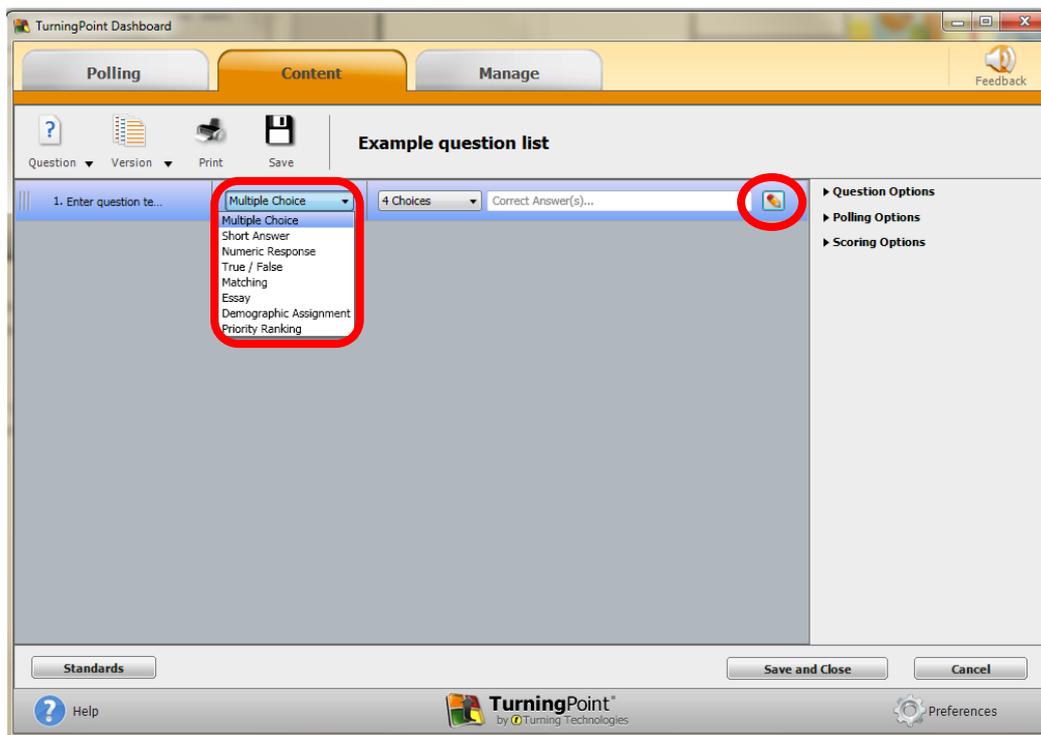
Click 'Content', 'New' and then 'Question List'.



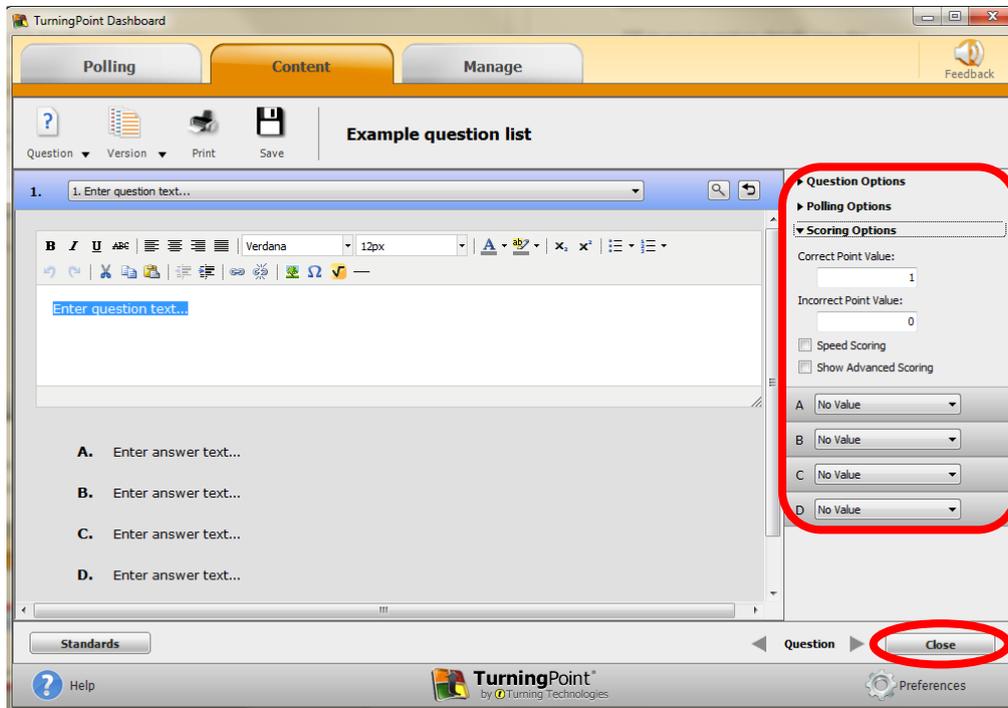
Name your question list and click 'Save'.



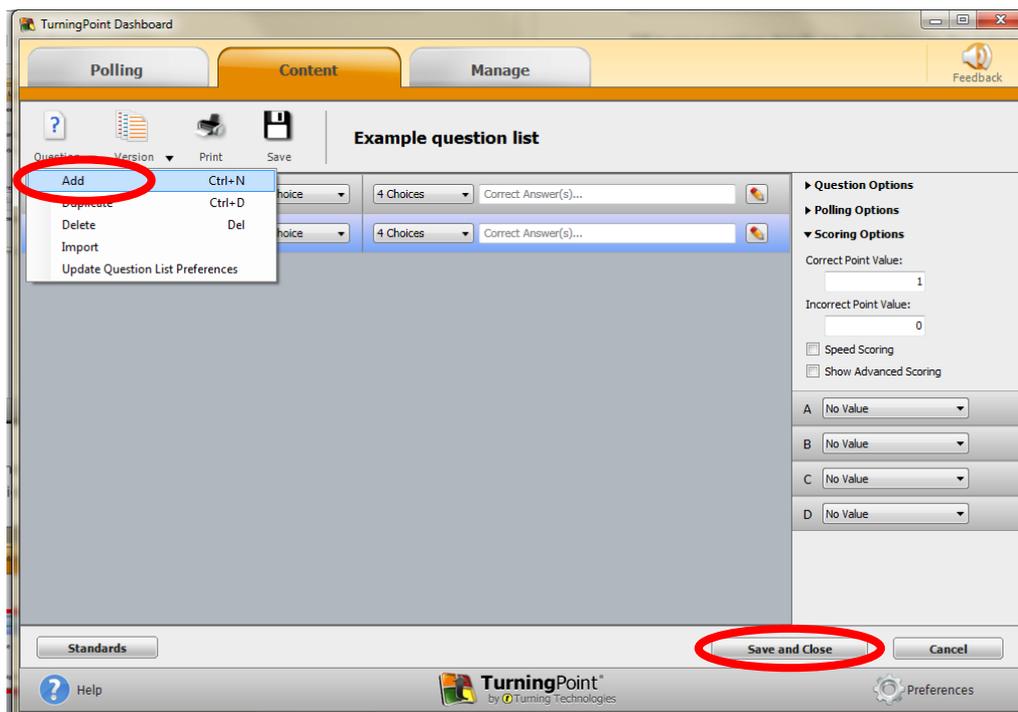
Use the drop down box to choose what question type you would like to use, then use the pencil icon to edit you question.



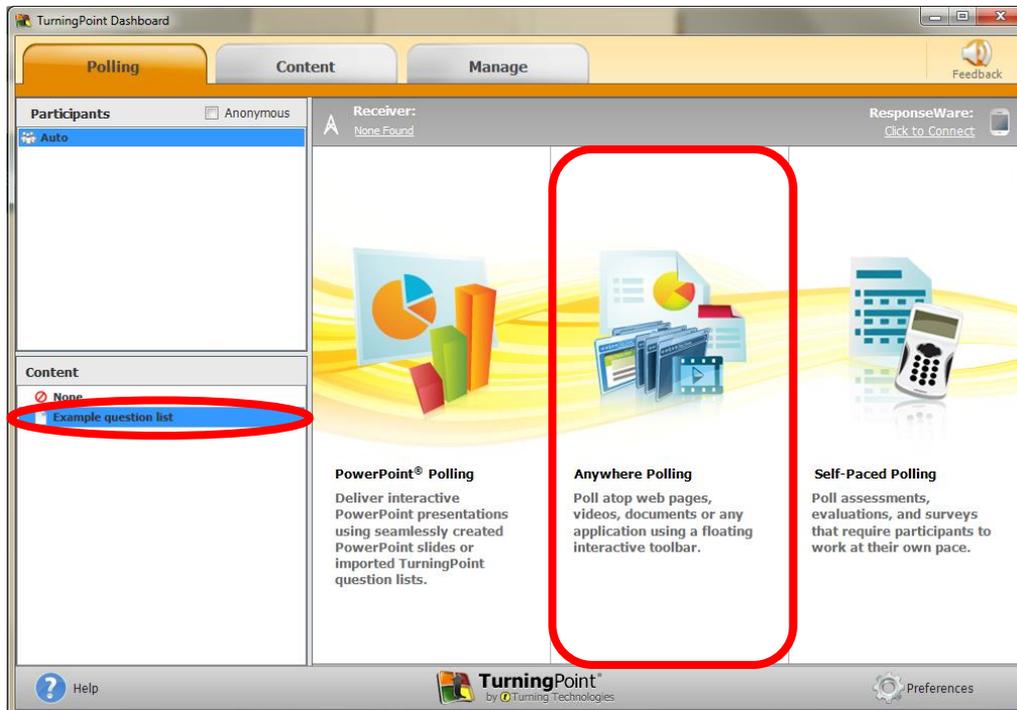
Fill in your question details. Use the menu on the right hand side to indicate correct answers. Click 'Close' when finished.



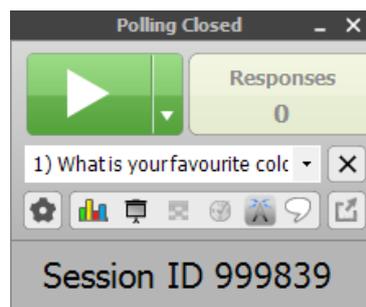
Click 'Question' and then 'Add' to add a new question. Repeat the above steps for each question. When finished click 'Save and Close'.



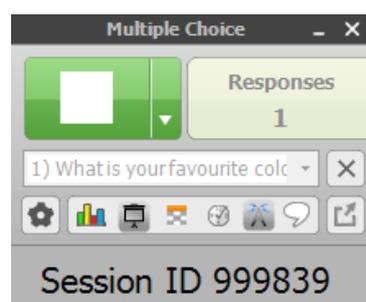
When you come to start your presentation, set up your session using the guidelines presented above in the section titled [About Anywhere Polling](#). Select your question list by clicking on it then open 'Anywhere Polling' in the TurningPoint window.



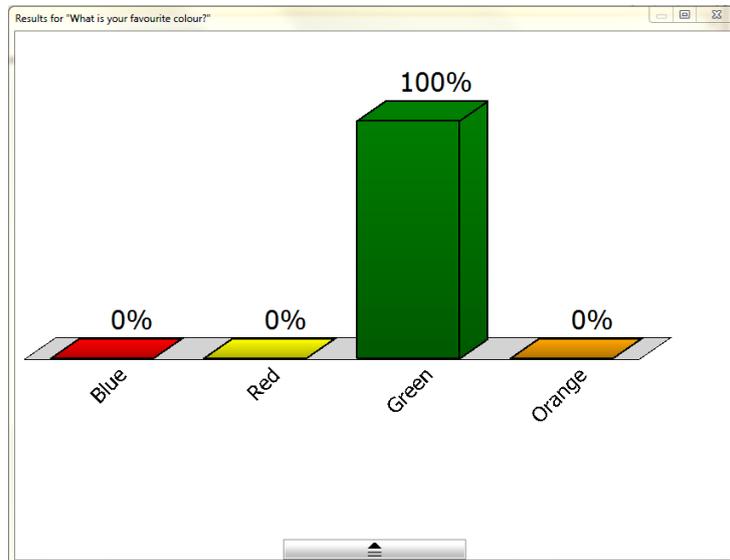
When you open 'Anywhere Polling' a small floating window will appear. Click the green play button to pose your first question, your question will be displayed on the screen.



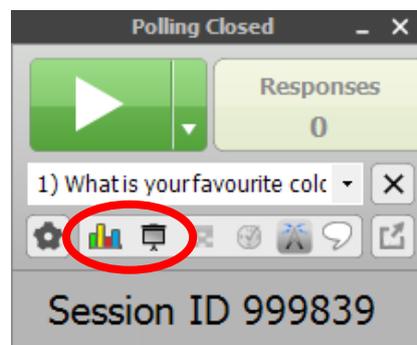
You can track the number of responses you receive using this window, when you have received all of your responses click the green stop button.



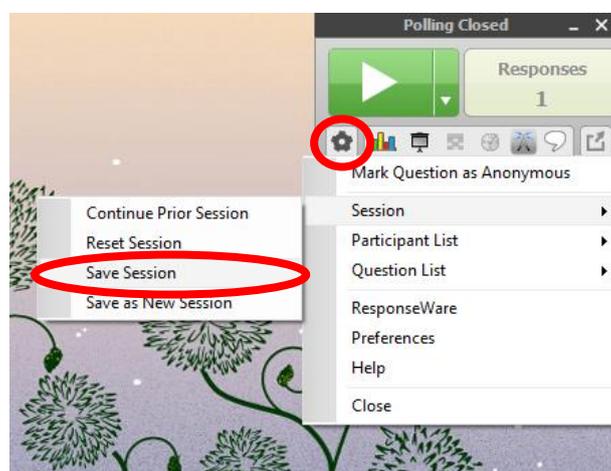
When you click 'Stop' a graph will appear displaying the results.



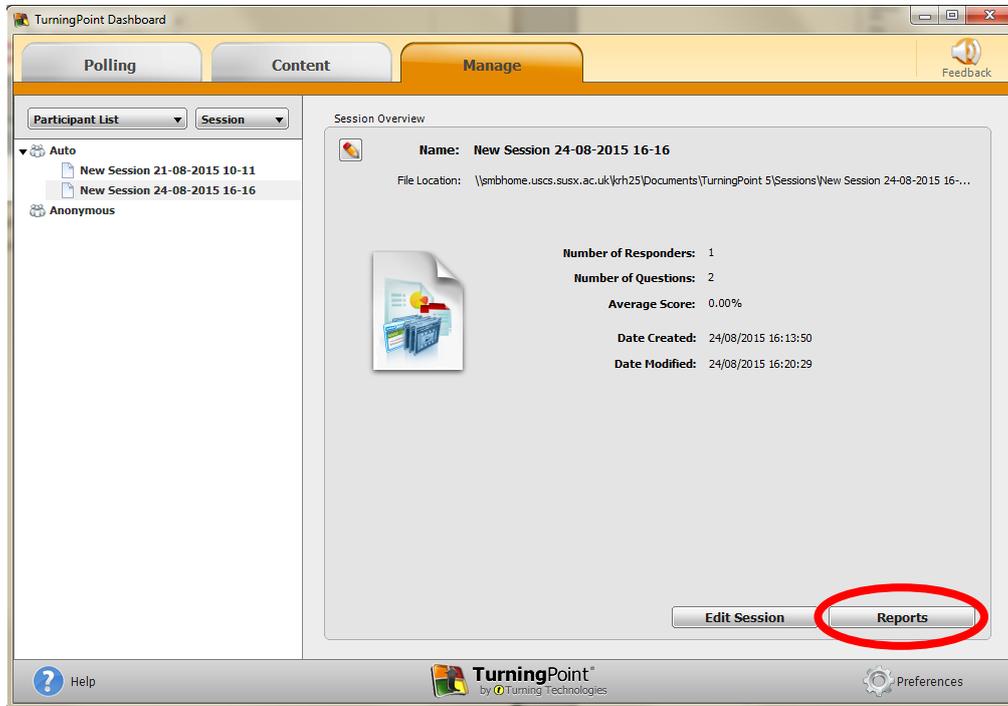
Repeat these steps for each question that you wish to pose. You can use the graph and presentation buttons to hide and display the results and questions.



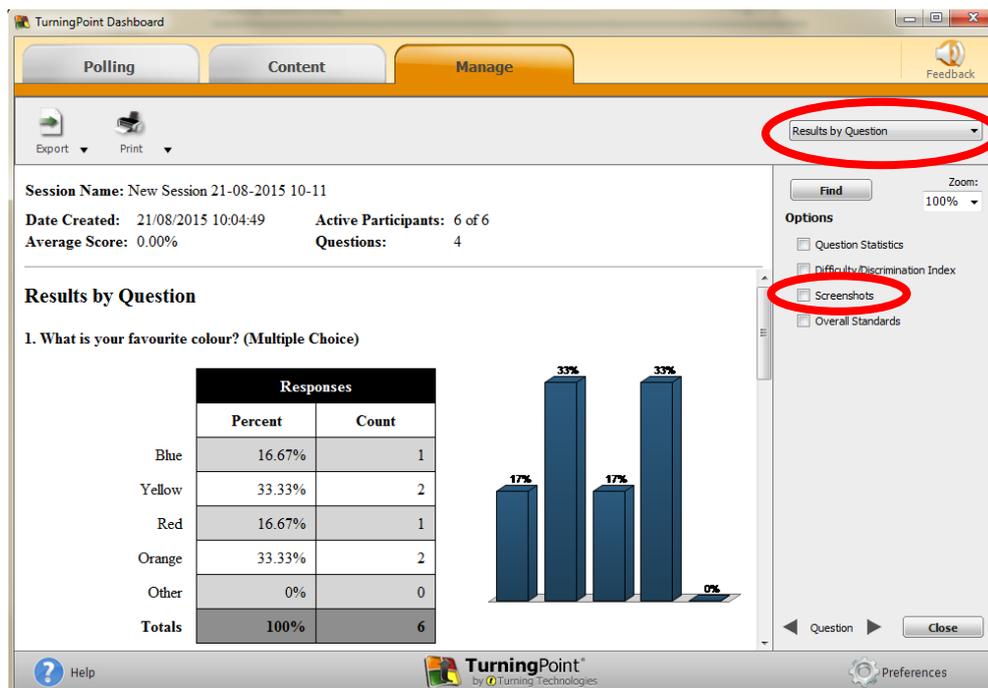
Once you have finished your session save it by clicking the cog icon, selecting 'Session' and then 'Save Session'.



You can then exit your polling session and generate a report. When you exit the floating polling window you will be taken automatically to the following window. Click 'Reports' to generate your session report.



Select how you would like to view your reports using the dropdown box on the right hand side. You can also choose to include screenshots, this will display an image of whatever was on the presenter's screen when a question was posed.



You can then choose to either export and save your report (as a CSV, Excel or HTML file) or print your report. Remember to save your report to your personal documents to ensure that you have a copy.

The screenshot shows the TurningPoint Dashboard interface. At the top, there are tabs for 'Polling', 'Content', and 'Manage'. Below these, there are 'Export' and 'Print' buttons, which are circled in red. The main content area displays session information: 'Session Name: New Session 21-08-2015 10-11', 'Date Created: 21/08/2015 10:04:49', 'Active Participants: 6 of 6', and 'Average Score: 0.00%'. Below this, the 'Results by Question' section shows a bar chart and a table for the question '1. What is your favourite colour? (Multiple Choice)'. The table lists responses for Blue, Yellow, Red, Orange, and Other, with their respective percentages and counts. The bar chart shows the distribution of responses: Blue (16.67%), Yellow (33.33%), Red (16.67%), Orange (33.33%), and Other (0%).

Responses		
	Percent	Count
Blue	16.67%	1
Yellow	33.33%	2
Red	16.67%	1
Orange	33.33%	2
Other	0%	0
Totals	100%	6