

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 <u>ITS help pages</u> 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 <u>voting-clickers@sussex.ac.uk</u>. 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 <u>tel@sussex.ac.uk</u> 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

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# 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'.

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	Content		Partici	pants	Poll	ing		Sessions	Softwa	ire

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

Slide Preferences
▼ Question Options
Anonymous
Bullet Format:
A, B, C, D 👻
Multiple Responses
▼ Polling Options
Automatically Open Polling
Show Results
After Poling
First Response Only
▼ Scoring Options
Correct Point Value:
1
Incorrect Point Value:
0
Speed Scoring
Show Advanced Scoring
A No Value
B No Value
C No Value 🔹
D No Value
E No Value 🔹
< >
Convert to Demographic

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

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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.

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

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	Content		Particip	pants	Po	lling		Sessions	Softwa	are

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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'.

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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.

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	Content		Partici	pants		Polli	ng		Sess	ions	Softwa	re

#### 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.

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Server UDI	nttp://www.rwpoll	.com	Crame Co
Username:	F		
Password:			
	Save information	n	
I connect to	the internet through	a proxy server	Settings
Participant Options			
	Required; select or	ne of the options below	2
C Allow Guests			
Participants o	an attend your sessi	on without logging in.	
C Require Login			
Participants n	nust log in to participa	ate in your session.	
Do not prompt pa	rticipants to enter us	ser information.	
Reserved Session ID			
Reserved Se	ssion ID:	(Optio	nal)

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 C	)ptions				
	<ul> <li>Allow G</li> <li>Par</li> <li>Require</li> <li>Par</li> <li>Ø Do not</li> </ul>	uests ticipants can atter e Login ticipants must log prompt participan	nd your session witho in to participate in yo ts to enter user inforr	ut logging in. ur session. mation.		
Then click 'Log	gin'.	sponseWare			×	1
		Login				
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		Reserved Session ID				
		Reserved Ses	sion ID:	(Optional)		
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The following window will appear which provides you with a **Session ID** for your presentation.

Get New Session ID		Logou
Use Basic Mode:	False	Γ
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 'Resent' button within this tab to make sure that there is no information from previous polling sessions attached to any slides.

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	Content		Partici	pants	Polli	ng		Sessions	Softwa	are

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.

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# 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.

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#### 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.

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File	Home I	insert De	sign Transitions	Animations	SI	ide Show	Review	View	Turr	ningPoint		
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New	Objects Compet	e	🤰 Manage 👻 🥥 Pa	articipant Monitor		Respon	seWare	Save	P.set		Preferences	Help
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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.

TurningPoint Dashboard					
Polling Conte	nt Ma	nage			Feedback
Participant List	Participant List Overview				
Auto	Name:	Auto			
New Session 21-08-2015 10-11	Date Created:	N/A	Number of Participants:	N/A	
	Date Modified:	N/A	Number of Sessions:	1	
Pelp	<b>T</b>	<b>urning</b> Point <sup>®</sup>		Prefe	erences

Then click 'Reports'.

R TurningPoint Dashboard		• ×
Polling Cont	ent Manage F	eedback
Participant List     ▼     Session     ▼       ▼ ☆ Auto     ►     ►     New Session 21-08-2015 10-11       ☆ Anonymous	Session Overview           Name:         New Session 21-08-2015 10-11           File Location:         \smbhome.uscs.susx.ac.uk/krh25\Documents\TurningPoint 5\Sessions\New Session 21-08-2015 1	.0
	Number of Responders: 6	
	Number of Questions: 4	
	Average Score: 0.00%	
	Date Created: 21/08/2015 10:04:49	
	Date Modified: 21/08/2015 10:14:47	
PHelp	TurningPoint (Or Preference)	tes

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 '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'.



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# 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 your 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.

🕷 TurningPoint Dashboard	-		TOWNER REPORT CONTRACT	- 0 <b>X</b>
Polling	Content	Manage		Feedback
?         Image: Chart         Image: Chart         Screet	New Session	24-08-2015 16-16		
1. Question 1	Multiple Choice - 1 Cho	ice    Correct Answer(s)	Exclude from Gra	ading
2. Question 2	Multiple Choice	ices v Correct Answer(s)	Convert to Demog	Iraphic
			<ul> <li>&gt; Question Options</li> <li>&gt; Polling Options</li> <li>&gt; Scoring Options</li> </ul>	
Standards			Save and Close	Cancel
Pelp		by@TurningTechnologie	is O Pre	ferences

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'.

R TurningPoint Dashboard		201 I 7 P	ALTO MANAGER	
Polling	Content	Manage		Feedback
Question V Chart Scree	New Ses	sion 24-08-2015 16-16		
1. Question 1	Multiple Choice -	1 Choice    Correct Answer(s)		Exclude from Grading
2. Question 2	Multiple Choice -	3 Choices    Correct Answer(s)		Convert to Demographic
				<ul> <li>Question Options</li> <li>Polling Options</li> <li>Scoring Options</li> </ul>
Standards			Save an	d Close Cancel
Help		by @Turning Technolog	gies	Preferences

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'.

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Polling	estion List Wizard	Z Feedback
Info	rmation neral	
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	Display the comparison chart in PowerPoint or simply review the c TurningPoint reports.	omparison data in the
	Previo	us Tip Next Tip
? Help	TurningPoint*	O Preferences

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

TurningPoint Dashboard	
Polling Content Manage	Feedback
?     Image: Save       Question •     Version •       Print     Save   Example question list	
1. Enter question te Multiple Choice - 4 Choices - Correct Answer(s)	▶ Question Options
Multiple Choice Short Answer	▶ Polling Options
True / Fale Matching Essay Demographic Assignment Priority Ranking	
Standards Save a	nd Close Cancel
PHelp Ref by @Turning Pecind" by @Turning Technologies	Preferences

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

TurningPoint Dashboard  Polling Content Manage		Eedback
?     Image: Constraint of the state       Question - Version - Print     Save   Example question list		
1. 1. Enter question text	<u></u>	Question Options     Rolling Options
B / U ≜et   F F F F F F F F F F F F F F F F F F		Scoring Options Correct Point Value:
Enter question text	E	Incorrect Point Value: 0 Speed Scoring Show Advanced Scoring
A. Enter answer text		A No Value
<ul> <li>B. Enter answer text</li> <li>C. Enter answer text</li> </ul>		D No Value
D. Enter answer text	-	
Standards	<ul> <li>Q</li> </ul>	uestion Close
Pelp Relp		Preferences

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 your 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 you 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.

🖹 TurningPoint Dashboard		
Polling Cont	ent Manage	Feedback
Participant List ▼ Session ▼ ▼ ☆ Auto New Session 21-08-2015 10-11 New Session 24-08-2015 16-16 ☆ Anonymous	Session Overview           Name:         New Session 24-08-2015 16-16           File Location:         \\smbhome.uscs.susx.ac.uk\krh25\Documents\\TurningPoint 5\\Sessions\\New Se	ssion 24-08-2015 16
	Number of Questions: 2	
	Average Score: 0.00%	
	Date Created: 24/08/2015 16:13:50	
	Date Modified: 24/08/2015 16:20:29	
	Edit Session	Reports
Pelp	<b>TurningPoint</b> by @Turning Technologies	Preferences

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.

🕷 TurningPoint Dashboard		_					X
Polling	Content	t C	Manage				() Feedback
Export ▼ Print ▼					<	Results by Question	
Session Name: New Session	on 21-08-2015 10-1	1				Find	Zoom:
Date Created: 21/08/201 Average Score: 0.00%	15 10:04:49 A	Active Participants Duestions:	: 6 of 6 4			Options	10070 +
Results by Question 1. What is your favourite colour? (Multiple Choice)						Difficulty/Discrimi     Screenshots     Overall Standard	nation Index s
	Responses 33% 33%						
	Percent	Count					
Blue	16.67%	1					
Yellow	33.33%	2	17%	17%			
Red	16.67%	1					
Orange	33.33%	2					
Other	0%	0			-		
Totals	100%	6				Question	Close
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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.

TurningPoint Dashboard							
Polling	Content		Manage		Feedback		
Export V Print V					Results by Question		
Session Name: New Session	Find Zoom:						
Date Created: 21/08/2015		Options					
Average Score: 0.00%		Question Statistics					
	Difficulty/Discrimination Index						
Results by Question	Screenshots						
1. What is your favourite co	Overall Standards						
	· •	<i>.</i>	33% 33%				
	Respon	ses					
	Percent	Count					
Blue	16.67%	1					
Yellow	33.33%	2	17%				
Red	16.67%	1					
Orange	33.33%	2					
Other	0%	0		~			
Totals	100%	6		-	Question Close		
Preferences							