

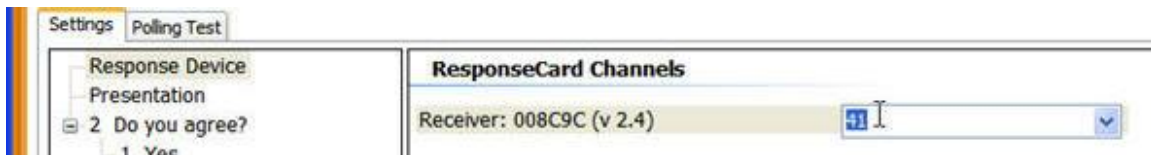
## At the Session: Running a TurningPoint (v. 8) Presentation

1. If you are bringing your own laptop to the classroom, plug-in your receiver (Clicker-enabled classrooms already have computers with receivers.)
2. Launch TurningPoint (TP) and open your presentation.

### I. Response Device Settings and Testing:

*Verify the channel:*

3. From the TurningPoint toolbar, select **Tools**, then **Settings**.
4. Click on **Response Device**, on the left, below Settings.
5. If found, the Receiver ID will be shown on the right under ResponseCard Channels.



6. Confirm that the channel number is correct for your room (channel numbers should be pre-set and posted in the room). If not correct, click on the displayed number and select the correct number from the drop-down list.

#### 7. Student clicker channel settings:

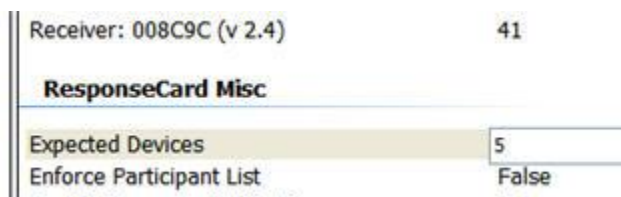
**RF model:** If your students are using RF clickers (small, flat, grey & white), ask them to set the channel by clicking the *Go* button, entering the two digit channel number (e.g., 01, 09, 24, 43, etc.), and clicking *Go* again.

**XR model (with LCD screen):**

1. Press the **Menu** button.
2. Using the **down arrow/Yes** button, and scroll to **Change Channel**.
3. Press **Enter**.
4. Type in two digit channel number, and press **Enter**. “*Receiver Found*” message should display.

*Set number of devices to be used:*

8. To the right of **Expected Devices**, enter the number of expected devices/clickers.



### Verify response reception:

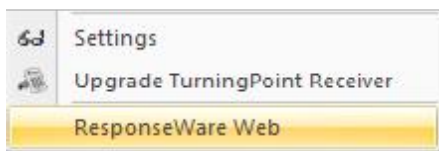
9. Select the **Polling Test** tab at the top. TurningPoint is now ready to accept responses from the response devices.
10. Select the **Start Test** button (lower right).
11. Press a key on each response device to be used (or ask your students to press a key one time). TurningPoint displays an entry for each response device, in the order in which they were tested, and the key number pressed on each response device.
12. Select the **End Test** button.
13. Select the **Done** button.

The response device setup is now complete.

## II. Setup ResponseWare Web

This step is necessary to enable students who are using an iPhone or iPod Touch as their response device.

1. Click **Tools**, and then select **ResponseWare Web**.



2. A login screen will appear.  
**If you are using a classroom computer**, it will be prefilled with a login ID and password. Click **Login**. The Session ID is automatically created by the ResponseWare Web Server at the time of connection. The Session ID will stay the same until you click 'Get New Session ID' or log out, or if the presenter closes out of the presenting application.

**If you are using your own computer**, you will need to have a Presenter ID and password to login before you can retrieve the Session ID. To request a presenter ID, email [clickers@umd.edu](mailto:clickers@umd.edu) as soon as possible in advance of your class.

Once connected, the windows will change and display your session ID as well as other connection information. **Please tell your students** to enter the Session ID into their mobile response device (e.g, iPhone or iPod Touch).

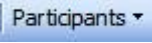


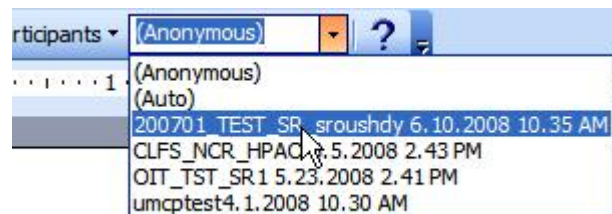
The Session ID is automatically created by the ResponseWare Web Server at the time of connection. The Session ID will stay the same until you click 'Obtain New ID' or log out, or if the presenter closes out of the presenting application.

### III. Prepare to Run Presentation

1. Click **Reset** on the TP toolbar; choose **Session**. This will prepare your slides to collect new information from the participants.
2. Participant list: *If using a participant list*, import and select the list:

*Note:* these instructions assume you have a previously downloaded and saved participant list file, downloaded either from the clicker.umd.edu site or from Blackboard that you have brought with you.

- On the TP toolbar, click on the **Participants** icon .
- Select **Import Participant List**.
- Locate and select the participant list you brought with you (*Note to Mac users:* Select Refresh list under the Participants selection box).
- Select the desired participant list from the selection box (to the right of the Participants icon).



3. Choose the **Response Devices** from the selection box to the left of Participants.

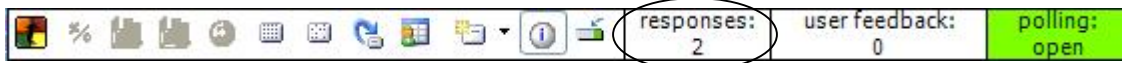


### IV. Run the Presentation





1. Start your presentation in Slide Show mode from the PowerPoint toolbar.

2. When the presentation opens, advance through the slides by using traditional PowerPoint methods, such as mouse clicks or arrow keys.

When you reach a TP slide, polling will automatically open, with the showbar appearing in the top right corner.



Display options while presenting:

- F9  -- allows you to hide/show the showbar
- F7  -- opens a response grid so you can see who has answered a question
- F8  -- opens a response grid in which response boxes are removed from grid as students answer)
- F4  -- clears responses to allow new responses. Both sets of responses are saved in session file.

## V. Save the session

3. When finished with your presentation, click the **Save** on the TP toolbar to save the collected data.
  - *If you are using the classroom computer*, be sure to save the session data to your portable memory device.
  - *Before leaving the classroom*, be sure to **delete** the participant list from the classroom computer.

NOTE: Information on exporting data to Blackboard or a spreadsheet is available at the [clickers.umd.edu](http://clickers.umd.edu) website under Faculty Resources.