

## At the Session: Running a TurningPoint (v. 1.2.2) Presentation on a Mac

*Note:* This set of instructions assumes you have created a presentation on your Mac laptop and brought it with you to the classroom for running the presentation. Classroom computers are Windows-based and a separate set of instructions exist for them.

1. **At least a day before the session:** If you want to allow your students to use their web-enabled devices, such as an iPhone or laptop, will need to have a **Presenter ID** and password to login to ResponseWare Web before you can retrieve the Session ID, explained in Step II. To request a presenter ID, email [clickers@umd.edu](mailto:clickers@umd.edu).
2. IMPORTANT: Plug-in your receiver, to your Mac.
3. Launch TurningPoint (TP) and open your presentation.

### I. Response Device Settings and Testing:

*Verify the channel:*

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



4. Confirm that the channel number is correct for your room. If not, select the correct number from the drop-down list.
5. Student clicker channel settings: If your students are using RF clickers (small, flat, grey & white), ask them to set the channel by clicking the Go button, entering the channel number, and clicking Go again.

*Set number of devices to be used:*

1. To the right of Expected Devices, enter the number of expected devices/clickers (double-click on the displayed number to modify).



*Verify response reception:*

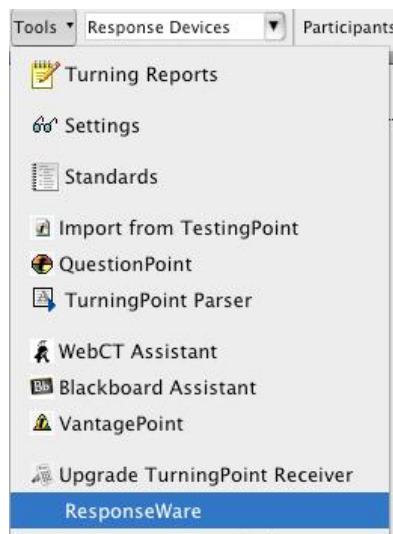
1. Select the **Polling Test** tab at the top. TurningPoint is now ready to accept responses from the response devices.
2. Select the **Start Test** button (lower left).
3. Press a key on each response device to be used (or ask your students to press a key one time). TurningPoint displays an entry for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

The response device setup is now complete.

## II. Setup ResponseWare Web

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

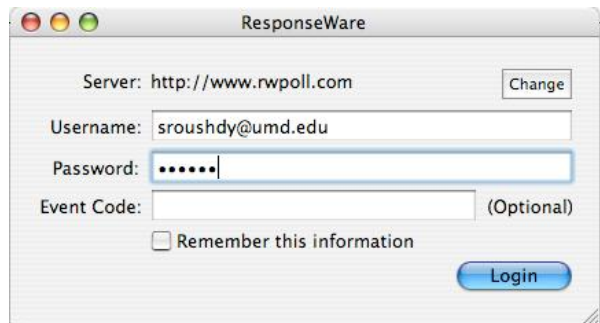
1. Click **Tools**, and then select **ResponseWare**.



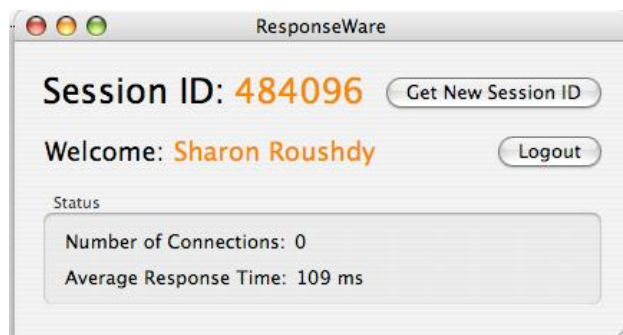
2. A login screen will appear.

**If you are using your own Mac 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).

**If you are using a classroom computer (Windows)**, 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.




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).



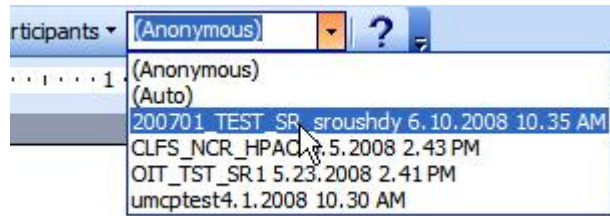
### III. Prepare to Run Presentation

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](http://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).

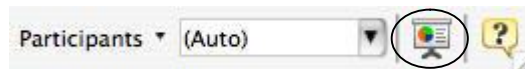


3. Choose the **Response Devices** from the selection box to the left of Participants.



#### IV. Run the Presentation



1. Start your presentation in Slide Show mode from the TurningPoint 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, the showbar appears:




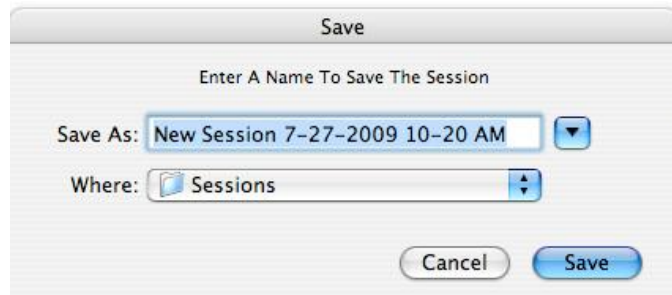
To start polling, click the start button , with the showbar appearing in the top right corner. To stop polling, click the stop button .

Additional common 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.
-  -- click green button or arrow to display session information.

#### IV. Save the session

3. When finished with your presentation, click **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 to a spreadsheet is available at the [clickers.umd.edu](http://clickers.umd.edu) website under Faculty Resources.