

Export Session Data

You can export the data from a TurningPoint, TurningPoint Anywhere, or TestingPoint session file into a text file. You can use the text file to import the data into a variety of other applications.

You can choose to export the data from the session file in one of two ways:

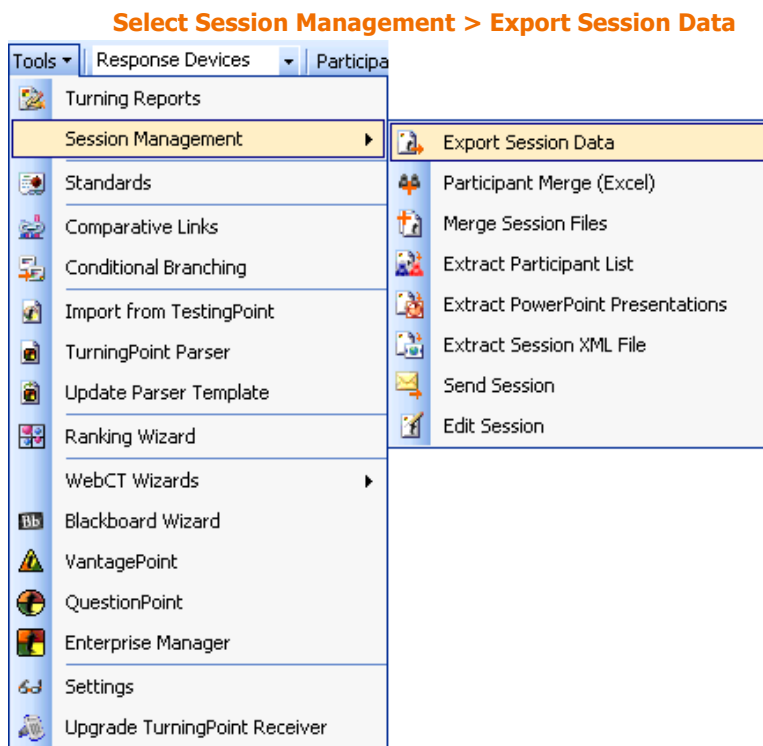
- Export some or all of the session data to a text file where you determine the contents and format.
- Export the session data using a predefined scheme for certain gradebook applications.

Step by Step Instructions

To export session data into a text file...

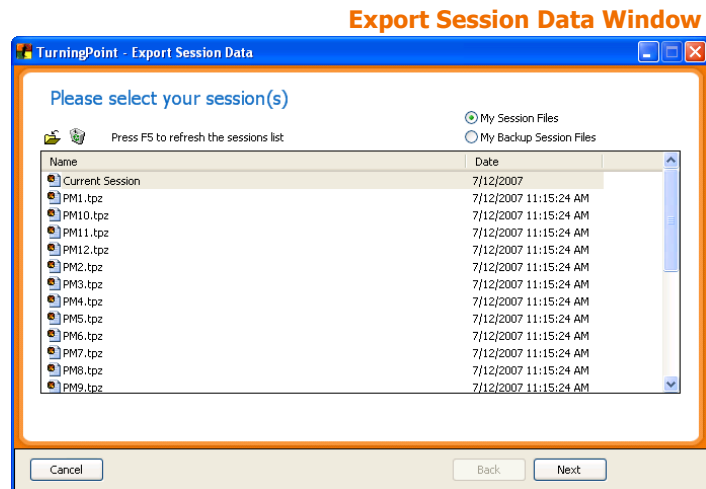
- 1 From the TurningPoint toolbar, select Tools > Session Management.

The Tools menu opens.



- 2 Select Session Management > Export Session Data.

The Export Session window opens, displaying a list of session files in your Session Folder.



You can toggle which files are displayed in the list by selecting My Session Files or My Backup Session Files. Find more information about where your session files are stored in **Save Results from a Session** on page 393.

- 3 Choose a session file.
 - Select the Current Session (in red text) to use the session currently open in PowerPoint.
 - Select a session file from the list of files in your Sessions folder.
 - Select a session file from your backup session files.
 - Import a session file from another location.

You may choose a session file in one of the following ways:

This option is available only if you have a TurningPoint presentation open and response data has been collected.

To display the session files from your Sessions folder in the list of files, select My Session Files.

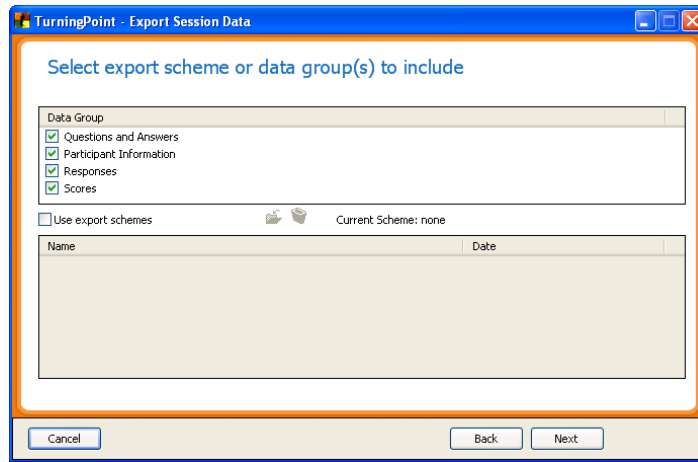
To display the backup session files in the list of files, select My Backup Session Files.

You can also import a session using the Import Session button (shaped like a folder) above the list of files. This allows you to use a TurningPoint, TurningPoint Anywhere, or TestingPoint session file you have copied from elsewhere.

- 4 Select the Next button.

The Export Session window displays lists of the data and formats you can use to export the session file.

Export Session Data: Select Export Scheme or Data Groups



- 5 Choose one of these two ways to export the data:

- Check some or all of the boxes in the Data Group list to manually specify the contents and format of the exported text file.
- Check the Use Export Schemes box to select a pre-defined export scheme for a gradebook application from the Export Schemes list.

The following data is available for export:

- The text of questions and answers.
- Participant information, such as names and groups, defined in the Participant List.
- Participant's responses to the questions.
- Participant's scores.

Export schemes for several gradebook applications are available, including Angel, Easy Grade Pro, Gradebook for Windows, Gradekeeper for Windows, MicroGrade, Moodle for use with Moodle Participant List and Teacher's Marksheet.

Export schemes are saved as .tpx files in the Export Schemes folder, which is located in your TurningPoint folder. You can use an export scheme you have copied from elsewhere by selecting the Load an Export Scheme button (shaped like a folder).

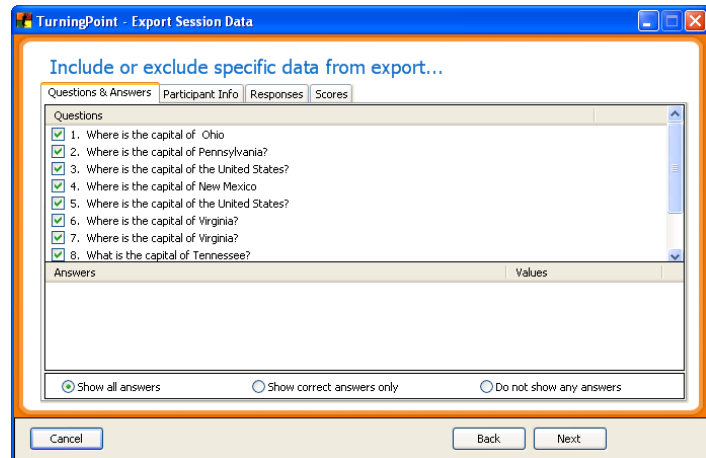
Using an export scheme automatically specifies the settings available to you in the next steps to match the

format required by the application you are exporting to. You may still choose to modify some settings, to specify a grading scale, for example.

- 6 Select the Next button to continue.

The Export Sessions window displays a tabbed view for you to specify the data to be used.

Export Session Data: Include or Exclude Data

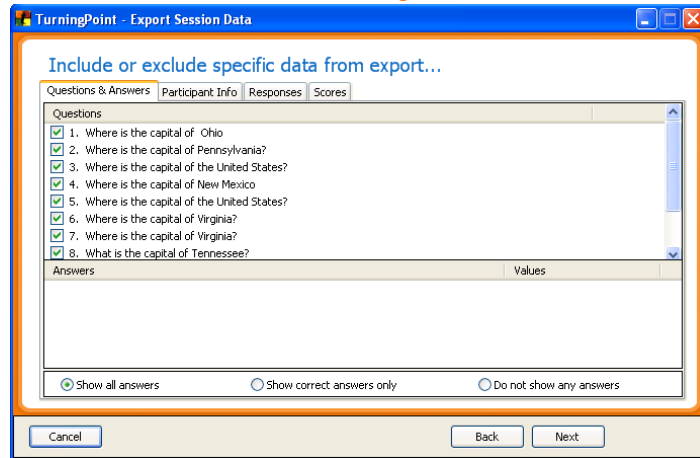


There are four tabs, one for each of the main groups of data you specified to include in the exported file. In each area you chose to include, review and modify the settings on the corresponding tab. The next few steps explain the settings on each tab.

- 7 If you chose to include the question and answer data, specify which particular questions to include by checking the boxes on the Questions & Answers tab.

By default, all questions are checked and will be included.

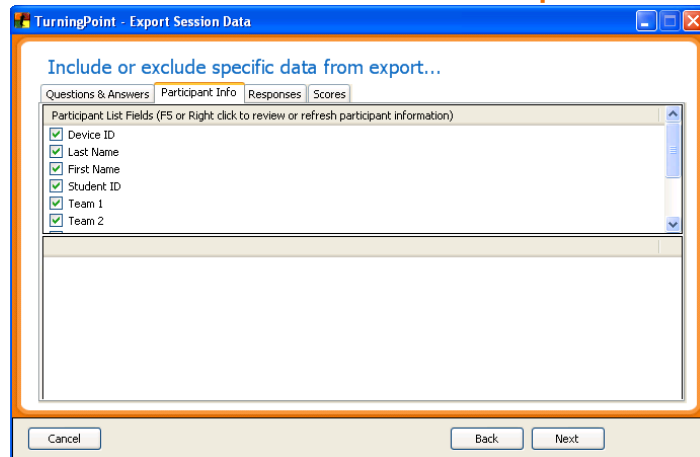
Include or Exclude Data: Questions & Answers Tab



- 8 Select the Participant Info tab.

The Export Data window displays the Participant Info tab.

Include or Exclude Data: Participant Info Tab



- 9 If you chose to include the participant information, select which fields from the Participant List to include by checking the boxes on the Participant Info tab.

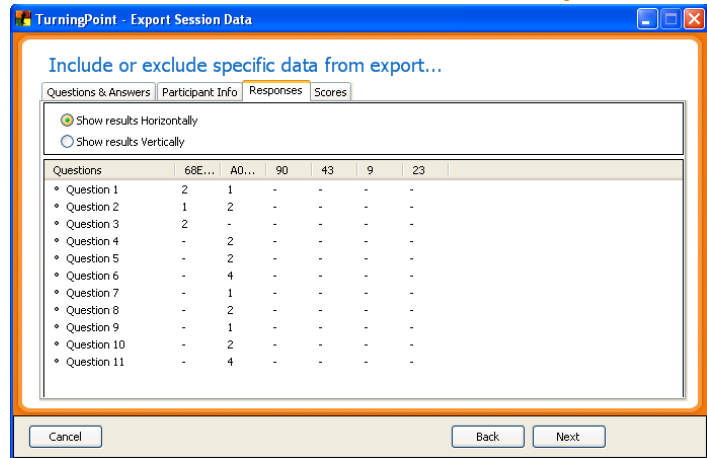
To view the information from the Participant List, press the F5 key or right-click in the window and select Refresh Participant List Data. This allows you to see the Participant List to help you decide which fields you would like to include in the exported data.

You can include any of the information defined in the Participant List.

10 Select the Responses tab.

The Export Data window displays the Responses tab.

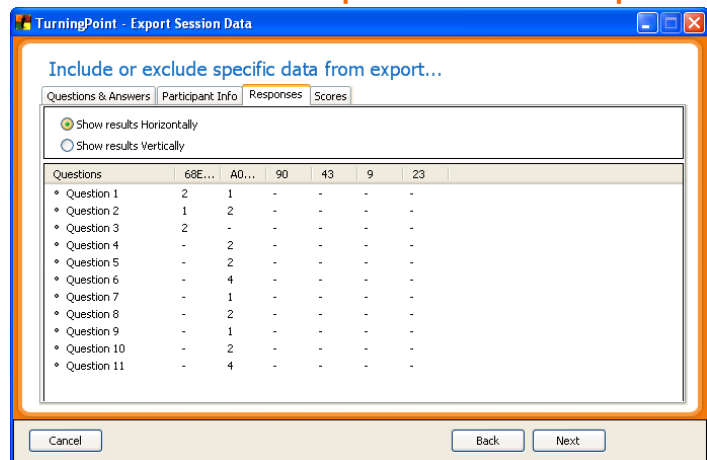
Include or Exclude Data: Responses Tab



11 If you chose to include the responses, choose whether to group responses by question or by participant by selecting Show Responses Horizontally or Show Responses Vertically on the Responses tab.

Show Responses Horizontally will group the response data by question in the exported file. Show Responses Vertically will group the response data by participant in the exported file.

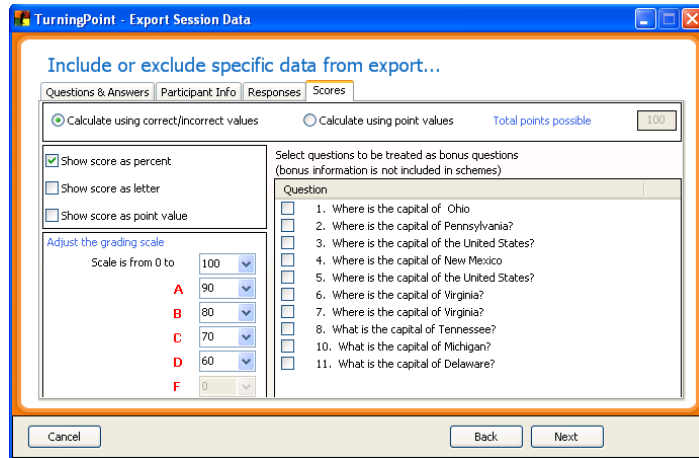
Responses Tab: Show Responses



12 Select the Scores tab.

The Export Data window displays the Scores tab.

Include or Exclude Data: Scores Tab



13 If you chose to include the scores, specify the following settings:

- Select whether to calculate scores based on Correct/Incorrect values or based on point values.

If you base scores on Correct/Incorrect values, the percentage score is calculated by dividing the participant's number of correct answers by the number of total answers. If you base scores on point values, the percentage score is calculated by dividing the

participant's number of correct answers by the point value you specify in the box provided.

Scores Tab: Calculate Scores

- Select to show scores as percentages, as letter grades, as point values, or any combination by checking the boxes.

You may include any or all of these ways of representing the scores in the exported file.

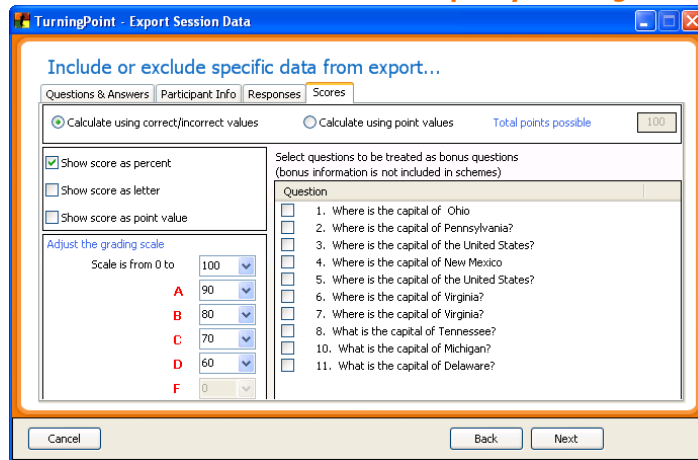
Scores Tab: Show Scores

- Specify the grading scale by selecting ranges for the letter grades from the drop-down menus.

The default ranges show a typical grading scale. You can alter the grading scale by selecting a new range. To change values upward (grade on a stricter scale), start from A and work your way down the list to specify the

ranges. To change values downward (grade on an easier scale), start from D and work your way up the list.

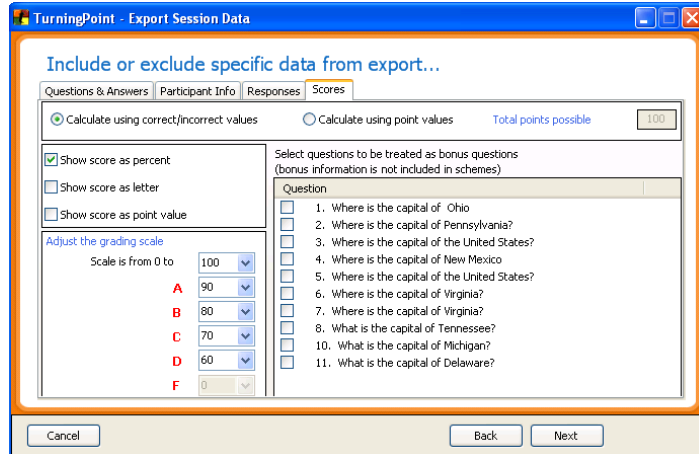
Scores Tab: Specify Grading Scale



- Designate questions as bonus questions (not to be included in the score totals) by checking the boxes.

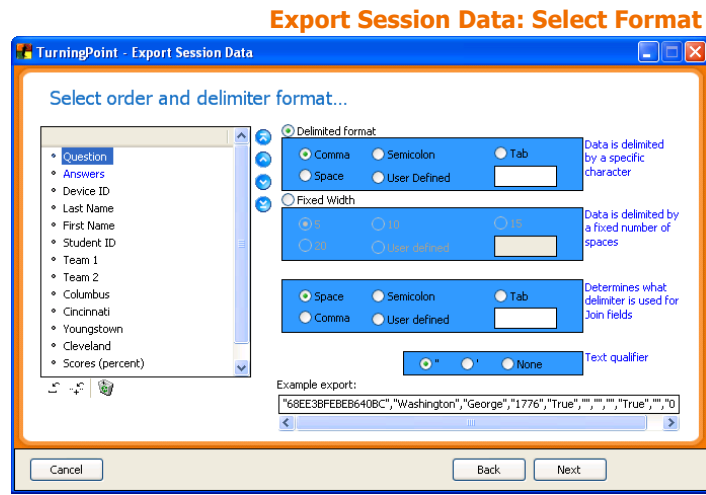
Questions you designate as bonus questions are not included in the total number of questions for calculating scores, but are included in a participant's number of correct responses.

Scores Tab: Designate Bonus Questions



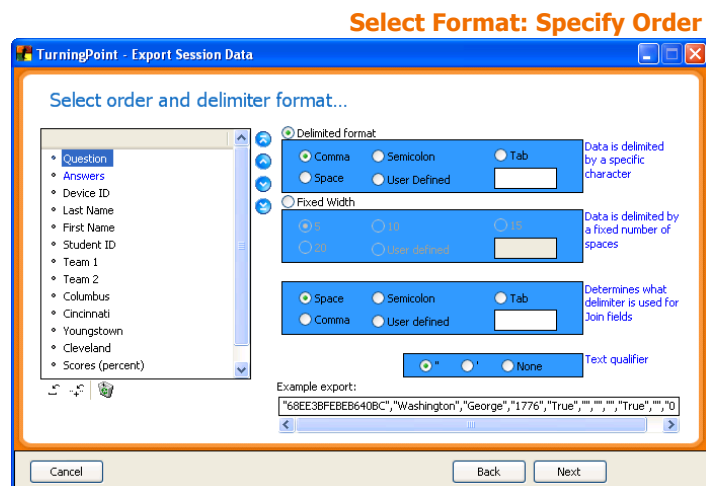
- 14 When you have finished modifying the settings on the applicable tabs, select the Next button.

The Export Data window displays a group of settings for specifying the format of the exported file.



There is an example entry at the bottom of the window showing a sample based on the settings specified. Observe this example as you change the format settings in the next few steps to ensure it matches your expectations.

- 15 Specify the order of the fields in the exported file by moving the fields up and down the list, by selecting the Move Up and Move Down arrow buttons.



Additionally, you can join two fields together or include blank fields in the exported file. Use the Insert A Blank Field and Insert A Join Field buttons below the list of fields to insert a blank field or join one or more fields. You can move blank fields and joined fields up and down the list just like the other fields.

A blank field simply puts a blank separator between fields. Depending on how you will use the exported file, you may need to separate some data with blank fields.

A join field joins the previous field and the following field into a single field. You might wish to do this with the First Name and Last Name fields, for example.

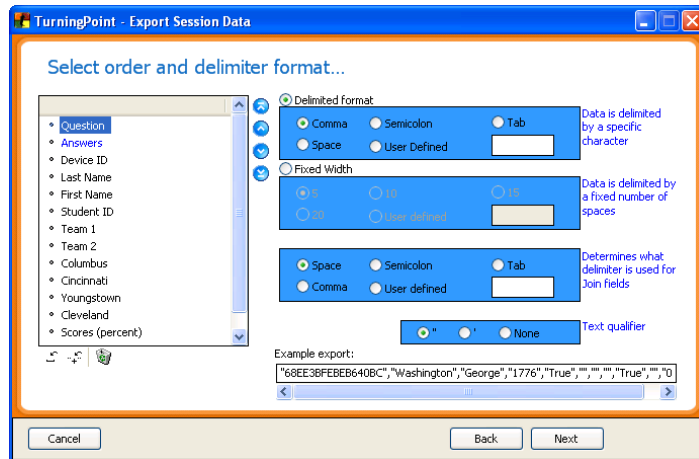
- 16 Specify whether to create a delimited or fixed-width file.

A delimited file includes a “delimiter” between each of the fields. You can select a comma, semicolon, tab, space, or other delimiter.

A fixed-width file uses fields of a specified width (number of characters). You can choose a width for the fields.

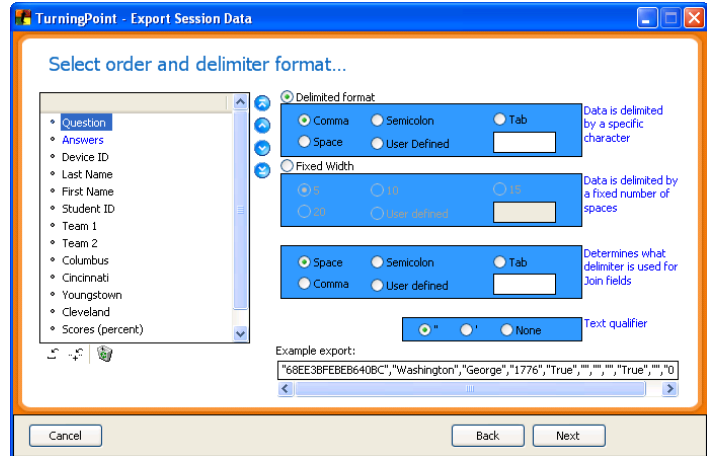
The format you choose depends on how you will use the exported file.

Select Format: Create Delimited or Fixed



- 17 Specify whether to use double quotes, single quotes, or no quotes to enclose the text in fields.

Select Format: Enclose Text

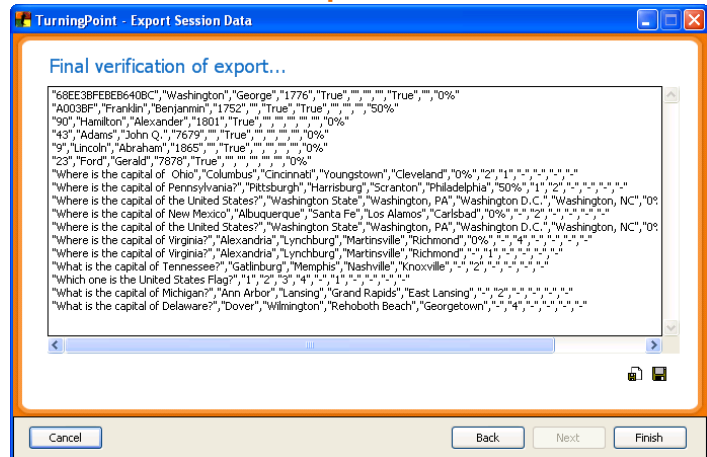


Note You should use either double or single quotes for the text qualifier if you are exporting a fixed-width file or using spaces as delimiters in a delimited file. Without quotes, the field boundaries in the exported file will be impossible to interpret correctly.

- 18 When you have finished modifying the settings for the format of the file, select the Next button.

The Export Data window displays the data in the format to be exported.

Export Session Data: Verification



Below the data are two buttons. The first, shaped like a document and a disk, saves the export file (.txt). The second,

shaped like a disk, saves the format as an export scheme you can reuse for other session files (.tpx).

19 To save your export data, select the Save button (shaped like a document with a disk).

A dialog opens for you to specify a location and filename for the exported file.

20 Specify a name and location for the exported file.

21 Select the Save button.

The file is saved and the dialog closes.

Optionally, you can also select the Save Export Scheme button (shaped like a disk) to create an export scheme you can reuse to save the data from other session files in the same format. Specify a location and filename for the export scheme in the same way.

22 Select the Finish button to exit the Export Data window.

If you forgot to save before selecting Finish, a message window opens containing 'Are you sure you want to exit without saving an export?' Select Yes to exit without saving the session file; select No to save before exiting.