TurningPoint help and training

TurningPoint is a Personal Response System (PRS) – or Audience Response System – that you can use within any face-to-face or online setting that has access to a computer on which TurningPoint has been installed. TurningPoint can be used with or without handsets (clickers). The alternative to using handsets is to make use of participants’ own digital devices (smart phone, laptop, tablet or PC) – this option requires access to the Internet. When making use of participants’ own devices this is referred to as using Turning Point Responseware.

To use either TurningPoint Responseware or TurningPoint handsets in a session it is necessary first to have:

- A TurningPoint licence;
- A TurningPoint account; and
- TurningPoint software on your computer (this is necessary both to prepare and run a session).

TurningPoint can be used in a variety of ways, limited only by your imagination! At its most basic, it enables anonymous votes or responses on any question or challenge that you present. You can start a vote on-the-fly using Anywhere Polling or you can use the PowerPoint plugin to add questions and display results in your PowerPoint slides. Participant responses are instantly combined and sorted into graphical form for you to read (and to display via your presentation if you choose). TurningPoint can be used as a stand-alone activity or incorporated into wider elements within your teaching (see this blog post from LUMS Teach for ideas). You are advised to become familiar with TurningPoint’s more basic functions before attempting to work with its advanced features.

Most teaching space computers on campus have TurningPoint installed, but you are advised to check before your session. You can install Turning Point on your own computer to prepare a session and for use in online sessions when students are not in the classroom.

Using TurningPoint Responseware

Although you do need to have TurningPoint installed on the computer there is no equipment you need to bring to your class or session. You are, though, advised to anticipate how you will respond to participants who may not have their own devices — such as by taking along a small number of handsets and a receiver. Responseware and handsets can be used together in the same session. TurningPoint Responseware requires use of the Internet. In a classroom setting this is typically provided by accessing WiFi; though participants may choose to make use of any data allowance on their mobile devices. Your TurningPoint licence will allow you to work with up to 500 participants at a time.

Using TurningPoint with handsets

You will need to borrow a TurningPoint kit which comprises lightweight handsets and a receiver. Currently, LUMS have approximately 130 handsets and FHM around 60. The TurningPoint receiver is plugged into the computer and picks up responses from the handsets.
TurningPoint kits currently in use at Lancaster were purchased by LUMS and FHM. Requests to borrow kits are relayed through those faculties and priority for use is given to those faculties. Requests to borrow TurningPoint handsets and receiver should be made via the request form. Please make your request 1–2 weeks ahead of your planned session to ensure availability.

**Frequently asked questions**

- **How do I request a TurningPoint licence?**
  
  In order to run a session using TurningPoint you need to request to be allocated a licence. Your TurningPoint account will be initiated at the same time as your licence.
  
  This year we have unlimited licences for TurningPoint at Lancaster.
  
  Click Request a TurningPoint license to get access.

- **How do I install TurningPoint on my computer?**
  
  **Installing TurningPoint on Windows**

  If you have used TurningPoint before on your computer, you should **uninstall** the previous version before installing the latest version (version 8.5).

  All centrally-bookable teaching rooms should have TurningPoint installed already. You can launch it from the Start Menu.

  On any other Windows PC (including your own PC), TurningPoint Cloud is run via **AppsAnywhere**.

  Launch AppsAnywhere

  Launch AppsAnywhere Button

  Once TurningPoint has run, you will be prompted to sign into your TurningPoint account. The first time you open TurningPoint on your computer you will also be prompted to select a region — select the option **Europe, Africa, Middle East, Russia**.
### Installing TurningPoint on Mac

If you have used TurningPoint before on your computer, you should **uninstall** the previous version before installing the latest version (version 8.5).

1. Create/sign in to your account at: [account.turningtechnologies.eu/account](http://account.turningtechnologies.eu/account)
2. Click on the **Downloads** option in the left hand column of the page.
3. Select the **Mac** option.
4. Drag TurningPoint cloud to your **Applications** folder.
5. Double click on the icon in your Applications folder to open TurningPoint. You will be prompted to sign into your TurningPoint account. The first time you open TurningPoint on your computer you will also be prompted to select a region – select the option **Europe, Africa, Middle East, Russia**.

### How do I add TurningPoint polling to PowerPoint?

You don't need a licence to add TurningPoint polling into your PowerPoint presentation, but you will need a licence to run a session with your students using TurningPoint.

### Accessing PowerPoint Polling

1. At your computer, open TurningPoint by double clicking on the **TurningPoint** icon on your desktop or from the Windows Start menu. You will be prompted to log into your TurningPoint account.

2. If **TurningPoint** is not immediately visible on the Start Menu, scroll down the list. Alternatively you can type: **TurningPoint** while the **Start Menu** is open.

3. Click on the **PowerPoint Polling** block of your TurningPoint dashboard to open it.
Setting up PowerPoint Polling

1. You’ll see the usual PowerPoint toolbar open but with the addition of a TurningPoint tab.

2. Create your PowerPoint slides or open existing PowerPoint slides as usual via the File tab on the toolbar. Decide where you wish to insert a poll, then click on the TurningPoint tab. This will open a new toolbar and show you a range of options. Click first on New, (below File in the toolbar – see image below), to see a selection of options for the type of responses you might prompt – from multiple-choice to short written answers.

Some of the options listed can be applied only with Responseware (using participants' own devices) as the majority of handsets we have available do not provide the means to type written responses.

4. Click on an option to select your question type. You will be presented with a pop up that allows you to make slide preferences, including the option whether or not to show results of the poll to your participants. Click to make your choices.

5. Next, click on Objects to see a range of features that can support your polling, including a variety of ways to display your results. These include a countdown timer with which you can set the duration of your poll.

6. To preview your poll and check that you have set it up as you want it, you can run a simulated session prior to your class. Click on the drop down arrow beside Live Polling.

This gives you the option to select simulated polling. Next, click on Slide Show just as you would to preview your PowerPoint slides. Move through your slides as normal. When you reach polls within your slides, responses will be simulated to allow you to see how your poll will work in practice.

7. When you are happy with your preparations, save your PowerPoint as usual.

8. When it comes to your session you will also be able to save the results of your polls. Click on Save (further along the TurningPoint toolbar) and follow the prompts to locate where the data will be stored – or respond to the prompts when you close PowerPoint.
How do I use TurningPoint in my session?

Setting up TurningPoint before your session

1. If using handsets (or handsets in combination with Responseware), plug the TurningPoint receiver into a USB port on the computer.

2. **If using handsets:** you might ask participants to pick up a handset at the door or ask one of them to manage distribution and collection for you to minimise demands on your time. There is no On/Off button on the handsets. They are ready to use as soon as participants have them.

   - All handsets are set to channel 41. This can be checked by pressing the Channel button on the handset (white button, bottom left). If channels have inadvertently been changed, they can be re-set to 41 by pressing Channel, then pressing button 4, then button 1, then pressing the Channel button again to confirm the change.

3. At the computer, open TurningPoint from the Windows Start menu. If TurningPoint is not immediately visible on the Start Menu scroll down the list. Alternatively you can type TurningPoint while the Start Menu is open. You will be prompted to sign in to your TurningPoint account.

4. If using TurningPoint within a PowerPoint presentation, it is essential to open TurningPoint before opening PowerPoint: otherwise, TurningPoint will not function. If you have opened PowerPoint, close it and open TurningPoint instead.

5. The TurningPoint dashboard is now shown on screen.

6. **If using handsets:** check on the dashboard that the receiver is connected (see towards the top left of the dashboard above the orange PowerPoint block, the display will show channel 41 when connected). Provided the receiver is connected and the participants' handsets are set to channel 41, you are ready to start your TurningPoint session.

7. **If using Responseware:** click on the click to connect link below Responseware (the top right of the dashboard above Self-Paced Polling).

   - The ResponseWare pop-up Clicking on in the Responseware pop-up presents you with options relating to participants. It is worth looking at these prior to your session and deciding if you would like to change any from the default settings. If you decide you want to change any of the settings, be sure you do not require a User ID as students at Lancaster are not expected to have TurningPoint accounts and this would prevent them accessing your session.

8. **When using Responseware,** to allow TurningPoint to allocate your session ID (the ID that you will give to your participants in order for them to make responses) leave the setting at random. Alternatively, you can reserve a session ID by clicking on Reserve and adding your own – you should see it appear in place of random. Reserving a session ID means that you can customise it to make it easier for participants to note and you can add it in advance to your presentation to encourage participants to log in as soon as they arrive.

9. Clicking on Session Options in the Responseware pop-up presents you with options relating to participants. It is worth looking at these prior to your session and deciding if you would like to change any from the default settings. If you decide you want to change any of the settings, be sure you do not require a User ID as students at Lancaster are not expected to have TurningPoint accounts and this would prevent them accessing your session.
1. If you leave the settings for Participant Session Login Information at optional, this will present participants when they come to join your session with a prompt to give the details listed. However, since the setting is at optional they will be able to skip giving their details if they choose and you can advise them to just click on join to be able to join your session. If you would prefer not to have this prompt at all, change this setting to Don't Show.

2. Remember to save any of your changes by clicking on the Save button at the bottom of the Session Options pop-up. This will return you to the Responseware pop-up.

10. Click Start Session in the Responseware pop-up. This pop-up will remain available, showing the duration of your session and allowing you to check and see the number of connections that are being made via Responseware to your session.

You can combine the use of Responseware and handsets in the same session.

11. Ask participants to navigate to lancaster.ac.uk/polling. If intending to use Responseware regularly, you might invite participants to download the Responseware app from their app store. When prompted to identify location, Europe, Africa, Middle East, Russia should be selected.

   1. Once on that page, they should type your session ID (see step 7 above) into the box presented and then click Join Session. According to the settings you have chosen in the Session Options (see step 8 above) you may want to advise participants whether or not you require their details (name, etc.).

   2. If you have chosen in the Session Options settings to require no details, participants will be able to access your session right away.

Using PowerPoint polling

1. To open your slides, click on the PowerPoint polling block on the TurningPoint dashboard. Once PowerPoint is open, click on the File Menu and then click Open. Navigate to your saved PowerPoint presentation file, for example in the My Documents folder on your H drive. Click to select your PowerPoint presentation file and chose Open.

2. Your session is now ready. Proceed with your PowerPoint presentation as usual. When your poll slide comes up (in slide show mode), you will see a small toolbar appear at the top of your screen (you can re-position this by dragging it to a preferred location).

   3. The green polling box on the right of this toolbar indicates that your poll is running. Depending on how you have set up your poll, click on your slide to stop polling and show the results. The green box now turns red.

      1. If you need to re-run the poll, click on the arrow in the toolbar which once done will turn green – indicating that it is possible to do so.

      2. You can save any data you collect in your poll – see the Save option on the TurningPoint toolbar. You will also be asked if you want to save data when you come to close TurningPoint.

Using Anywhere Polling

Anywhere Polling works without prepared slides. You can open it up via the TurningPoint dashboard in the lecture theatre or in an online session at any time you want to use it. Your question prompts might be verbal or originate somewhere other than through a prepared PowerPoint slide. Participants respond in the same way as for PowerPoint Polling.
1. Open and set up TurningPoint as above (see steps 1–10 above). This time, click on the middle section of the dashboard – Anywhere Polling. You will see a small block open which you can drag to wherever you choose on the screen.

2. The small downward pointing white arrow in the narrow green box allows you to select the number and type of responses you want. The larger white arrow in the larger green box allows you to start and stop your poll.

3. The cog icon on its own below the large green box is the settings link. Click the cog to see a drop down list. Under the session link you will find options to reset or save your poll.

4. Hover over the row of other icons to see their functions – such as the option to show /hide the chart of your results. Click on the different options to try them out.