

Clickers – Basic Mac Training Session

Today's Session

1. Clickers Overview
2. Exercises (Hands On)



Downloading TurningPoint Software


TurningPoint software is available for free to all University of Iowa faculty and staff. Please go to <http://helpdesk.its.uiowa.edu/software/signin.htm> to download the most current version of the software available on campus or call the ITS Help Desk for assistance with the install.

The screenshot shows the ITS Software Download Site login page. It includes a welcome message, a HawkID Login section with a 'Sign-in' button, and a Windows login dialog box titled 'Connect to services.its.uiowa.edu'. The dialog box shows 'Domain Username' as 'services.its.uiowa.edu', 'User name' as 'IOWA\hawkid', and a password field. A yellow arrow icon points to the login area.

ITS Download Site Login

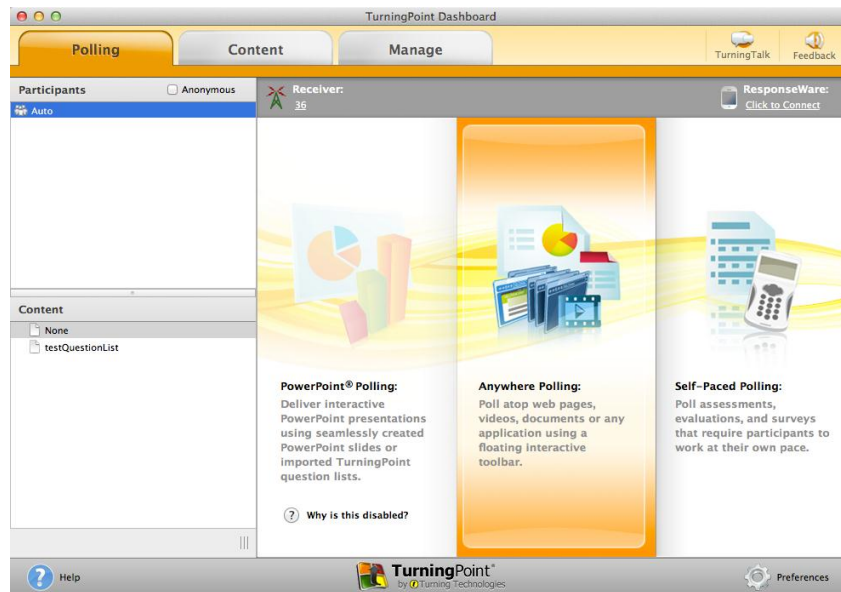


EXERCISE ONE – Starting TurningPoint

1. Click on the  **Mac Spotlight** in the upper-right hand corner of the **File bar**.
2. Type in “**TurningPoint**”.
3. Select **TurningPoint** from the Spotlight search.



- **Important Note:** If you are opening TurningPoint for the first time you will be prompted to accept a license agreement before you start the program. Simply accept the agreement to start up the program.
4. From the main Dashboard you have the option of selecting PowerPoint Polling (which is not yet available for Mac), Anywhere Polling, and Self-Paced Polling (which is not currently available at the University). Today, we will be covering **Anywhere Polling**.



Mac Dashboard (note PowerPoint Polling is disabled)



EXERCISE TWO – Hardware Set Up

There are 2 hardware components (the receiver and the response devices) that need to be set to the same channel before you can use clickers in to capture real-time responses.

Receiver Set Up:

1. Plug your receiver into the USB slot of your computer.



2. In TurningPoint, look for the Receiver icon right above PowerPoint polling.

3. Click on the Receiver Channel Number to prompt a pop-up window.
4. Refer to the **General Classroom Channel Assignment** list at:

<http://its.uiowa.edu/support/article/100170> to find the classroom you teach in.

 - a. If you don't see a number listed for your classroom, check with your local IT support person for clickers. If there is no number assigned by them, use an odd numbered channel to prevent conflicting with an assigned number.
5. Next to Receiver, select your Channel in the drop down menu.

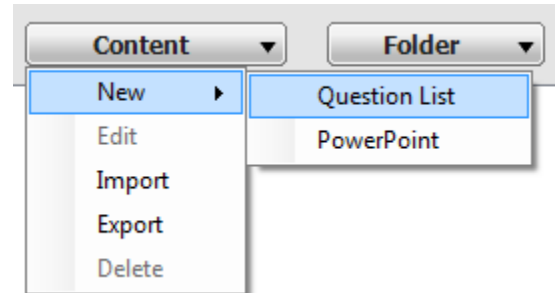


EXERCISE THREE – Creating a Question List

1. While in the main TurningPoint dashboard, click on the **Content** tab at the top.




2. Click on **Content**, and then **New** → **Question List**.




3. Name your Question List and then select **Save**. (You have the option here of setting preferences for the format of your questions by toggling Preferences in the **Question List Wizard** window.)

Question List Wizard



4. Under Question,  click **Add**.

5. Keep selecting add until you have 3 questions.

6. To edit a question, double click on it or click on the pencil/edit button. 

7. Enter your Question text in the first box and then your multiple choice answers next to the subsequent letter boxes.

8. When you click on the letter, a rich text editor will pop up for you to enter your response text.

9. Click the **Close** button after editing the question to return to your question list.

10. When you click Close you return to your Question List. Double click on **Question 2** that is called “Enter question Text.”

1. One Gigabyte is appr...	Multiple Choice	4 Choices	Correct Answer(s)...	
2. Enter question text...	Multiple Choice	2 Choices	Correct Answer(s)...	
3. Enter question text...	Multiple Choice	4 Choices	Correct Answer(s)...	

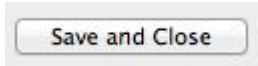
11. You can use the following questions or create your own multiple choice questions.

Q= One Gigabyte is approximately equal to...	Q= Average atmospheric carbon dioxide concentrations show what trend from 1955 to the	Q= Which of the following Presidents won more than 50% of the popular vote in their presidential elections?
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	present?	
A. 100,000 bytes	A. Extremely variable-no clear trend	A. George Bush Sr. (1988)
B. 1,000,000,000 bytes	B. Decreasing	B. Bill Clinton (1992)
C. 1,000,000,000 bytes	C. Increasing	C. George W. Bush (2000)
D. None of these	D. No change	D. Barack Obama (2008)

12. Once you have **3 questions**, finalize your temporary question list by first clicking **Close**

if you are editing a question and finally, clicking the **Save and Close** button.



- Cancel will allow you to exit the question editor but not save your changes.



EXERCISE FOUR – Assigning Values

You can assign point totals and set one or more correct answers per slide.

1. Back in the **Content** Tab






on the

TurningPoint dashboard, highlight your just saved question list and select **Edit Question**

List in the lower right-hand corner.



2. Double click on the question that begins – **One Gigabyte is approximately equal...** (Or

click the pencil icon  to the right of the question.)

3. Look to right panel under **Scoring Options**. You may have to click on Scoring Options to display the listed options (see picture on next page). Scoring Options is located below Question Options and Polling Options.

4. Select **Answer C** as the correct answer (notice that A, B, and D become Incorrect).

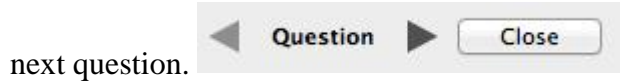
The screenshot shows the 'TurningPoint Dashboard' with the 'Content' tab selected. The main area displays a 'Clicker Training Question List' with three questions. The first question, 'One Gigabyte is approxi...', is a 'Multiple Choice' question with '4 Choices' and 'C' selected as the correct answer. The 'Scoring Options' panel on the right shows 'Correct Point Value' set to 10 and 'Incorrect Point Value' set to 0. Below the scoring options, the status for each answer choice is shown: A is 'Incorrect', B is 'Incorrect', C is 'Correct', and D is 'Incorrect'.

Question List Scoring Options

5. Next look for **Correct Point Value**.
6. Change the **Correct Point Value** in the **Scoring Options** area to: 10.
7. Leave the **Incorrect Point Value** at 0.

This close-up view of the 'Scoring Options' panel shows the following settings: 'Show Results' is checked, 'First Response Only', 'Correct Answer Indicator', 'Countdown Timer', and 'Response Grid' are unchecked. Under 'Scoring Options', 'Correct Point Value' is 10 and 'Incorrect Point Value' is 0. 'Speed Scoring' and 'Show Advanced Scoring' are also unchecked. At the bottom, the status for each answer choice is: A is 'Incorrect', B is 'Incorrect', C is 'Correct', and D is 'Incorrect'.

8. Click the **Close** button or click the right arrow adjacent to the **Close** button to cycle to the



9. Repeat these same steps (2-9) for Question 2 that begins **Average atmospheric carbon dioxide concentrations...** (Select **Answer C** as the correct answer).

10. Double click on the question that begins – **Which of the following Presidents won...**

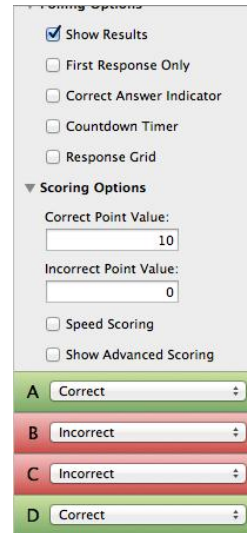
11. Select **Answers A and D** in **Scoring Options**

Options and set them as **Correct**.

You'll notice that both B and C

become incorrect by default, unless

you change their values.



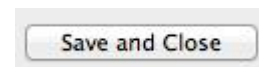
12. Change the **Correct Point Value** in the **Scoring Options** area to: 10.

13. Leave the **Incorrect** value as 0.

14. If you are still editing a question, click **Close** to exit the question.



15. Select **Save and Close** to save your changes to your question list.





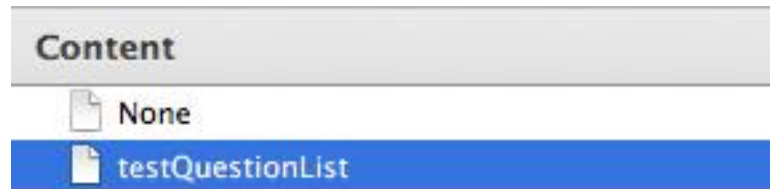
EXERCISE FIVE – Adding Questions within Anywhere Polling

1. After you close your question list, you should find yourself back on the TurningPoint Dashboard.

2. Click the **Polling** tab.



3. Select the question list you just created under **Content** in the lower-left box. The Question List will become highlighted.



Highlighted Question List

4. Double check again to make sure your receiver is plugged in. Again, this is indicated by

the receiver number in the Polling pane.




5. With your Question List highlighted under **Content**, click on **Anywhere Polling** in the center pane.
6. You should immediately notice your first question is loaded in the dropdown menu below the play button. You can toggle between your questions by selecting them in the question drop-down.



7. To begin polling your audience with your loaded question list, simply press the **Play**

(arrow) button. 

8. Use a clicker to respond to each question to test polling. Responses should move from 0 to 1.
- **Important Note:** Polling is open when the Play button shifts to a Stop button and vice versa when polling is closed.

9. Toggle the **Stop** button  to end polling and display results.
10. Cycle through your 3 questions until you reach the end.



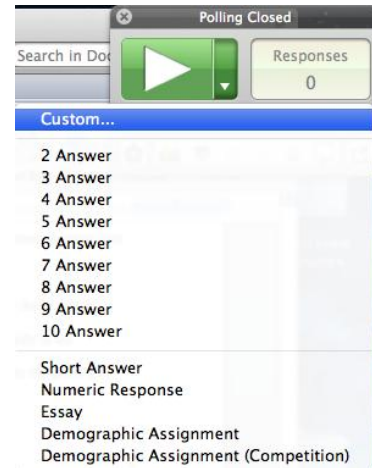
EXERCISE SIX – On the Fly Questions

Thus far, we have looked at creating pre-planned questions or questions that you might write in advance of your class or presentation. The beauty of TurningPoint Anywhere is that it allows you to also create on-the-fly questions.

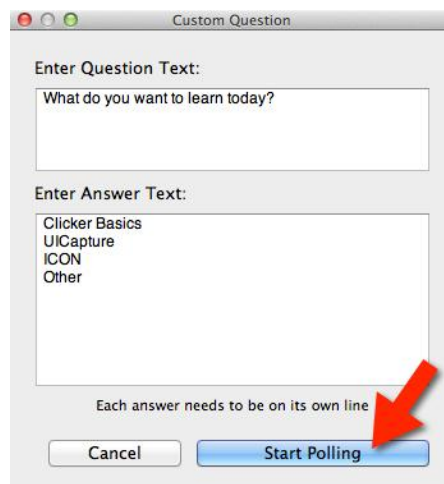
1. To begin, click the **Down arrow**




adjacent to the big green play button. Then select **Custom...**

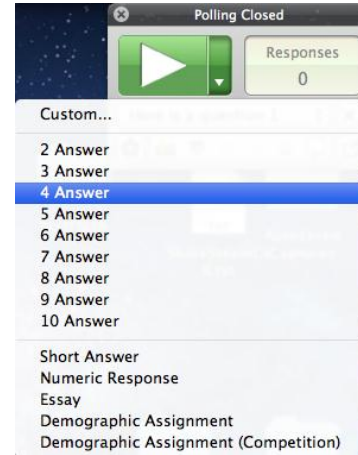


2. In the box under **Enter Question Text...** type: **What do you want to learn today?**
3. Enter **Clicker Basics** in the first line, under where it says **Enter Answer Text...**
4. Hit **return/enter** to enter answer B on the next line (each line represents one new response option).
5. For answer B, type in: **UICapture** and hit Enter.
6. For answer C, type in: **ICON** and hit Enter.
7. For answer D, type in: **Other**.
8. Click **Start Polling** at the bottom-right to open up your new poll.




9. Click the Stop button  again to end polling and regain control of the Anywhere panel.

10. To create an unplanned question without writing out responses but which has a set number of answers, simply return to the downward arrow in the green button and select the appropriate number of answer options that you would like to give respondents. In this case, let's select **4 Answer**.



4 Answer Question

- **Important Note:** Once selected, your question is live. Using the on-the-fly question assumes that you may ask the question verbally or perhaps the question is written out in another document or web page that you have TurningPoint running on top of.
- **Important Note:** TurningPoint Anywhere automatically collects **screenshots** of your computer upon closing the question, which can be exported under results. The screenshot will help you keep track of the subject matter that you were polling responses on, in situations where you don't explicitly enter the question into Anywhere. We will elaborate more on this in Exercise Eight: Running Reports (See **Exercise Eight**, Steps 11-14).


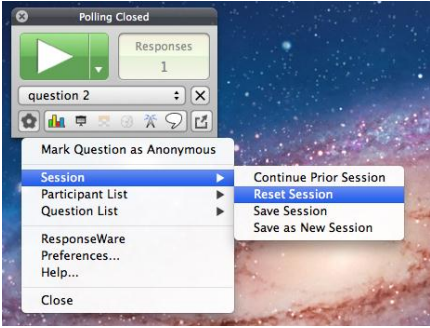

11. Click the Stop button  once more to close out your **4 answer on-the-fly question**.

12. You'll notice we didn't add a **correct answer** to the on-the-fly question. We will go back and retroactively add the correct answer in when we run a data report in **Exercise Eight** (See **Steps 8-10**).











EXERCISE SEVEN – Running your Anywhere Presentation

BEST PRACTICE: Always reset your session before testing or polling in class, unless you are using the **Continue Prior Session** feature. This will remove any previously collected response data. You will be prompted to save any existing data.

1. Select the **Settings** gear  from the lower-left hand corner of the TurningPoint Anywhere Window.
2. Select **Session**, then **Reset Session**.
 
3. Begin running your Presentation by pressing the green **Play button**. 
4. Using a clicker or multiple clickers, if available, try testing your polls to ensure that they populate your graphs correctly.
 - **Important Note:** You may have to check the channel on the clicker to make sure the receiver is collecting the response by pressing **Channel button** + channel number + **Channel button**. You will see a green light in the upper right and the correct channel number in the LCD screen if you are successful.
5. Try opening a browser and asking a few on-the-fly questions, adjacent to a website of your choice (Exercise Six, steps 10-11).

6. Notice as you have polling open, the interactive showbar at the top allows you to perform the following functions:

-  Show/Hide Chart
-  Show/Hide Presentation
-  Show/Hide Response Grid
-  Show/Hide Countdown Timer
-  Show/Hide Connection Info
-  Display Messaging Window
-  Minimize and Maximize the Showbar

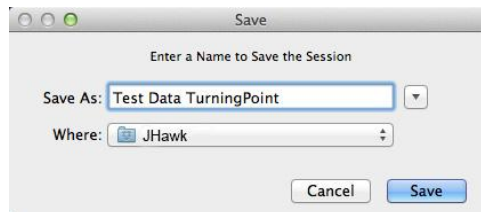
7. When you are finished polling a question, press the Stop button  to end polling.

8. Cycle through Start and Stop until you reach the end of your questions, pausing to use your clicker to respond while your question is live, then stopping the poll and moving onto the next question.


9. Click once again on the **Settings** gear , and find **Session**.

10. Select **Save Session** to retain a copy of your collected data.

11. Name your file: **Simulated Data TurningPoint**. Next to **Where:** select your flash drive or shared drive (H:/ drive – often listed as the drive named as your HawkID).



12. Finally, close out of Anywhere polling and return to the TurningPoint dashboard. To close Anywhere Polling, simply click the X button in the top-left corner of the Anywhere

Polling window  or select File → Close Window in the top navigation (You may have to click on the Anywhere Polling window to bring up the File option at the very top).

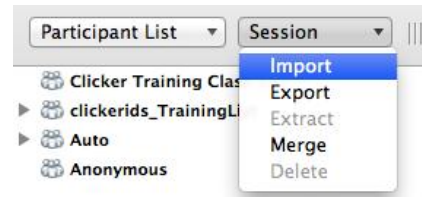


EXERCISE EIGHT – Running Reports

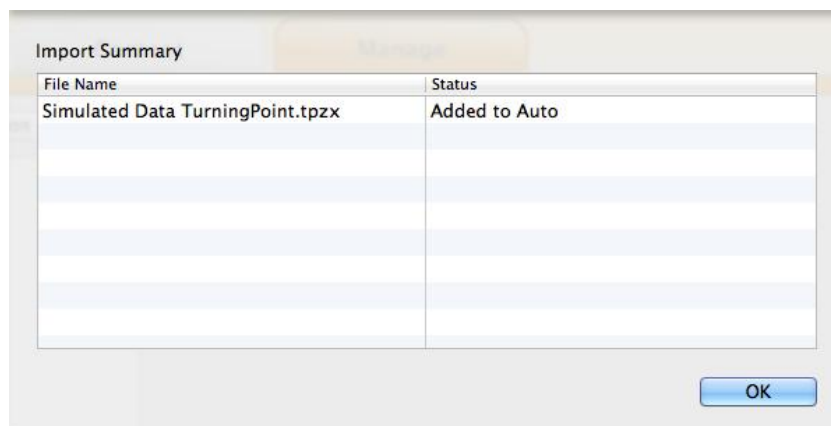
1. On the menu bar, go to **Manage** tab.



2. Select **Session** → **Import**

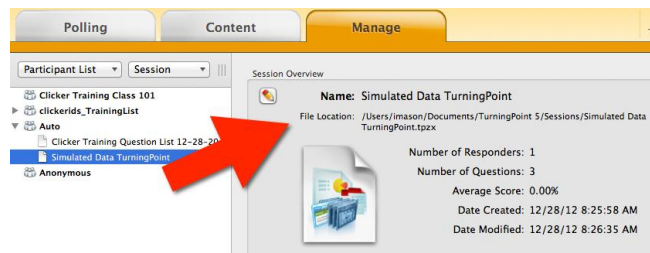


3. Navigate to your flash drive or shared drive where you saved the data from Exercise Seven. Choose the **Simulated Data TurningPoint** file.
4. An **Import Summary** will display your **File Name** and **Status**. The Status will be the listing that your data will be categorized by. For example, below, my **File Name** is **Simulated Data TurningPoint** and the file **Status** is **Added to Auto**.

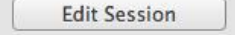


Import Summary

5. Click **OK**.
6. Back in the Manage tab, look under **Auto** and select the name and date of your session.
 - Auto indicates that no participant list was used during polling. If you loaded a participant list before polling, your session will be listed under the name of your participant list instead of Auto.
7. **Important Note:** When you import your data, the file location is moved. For example, if you have your data saved to a flash drive, it will automatically be moved to a folder under TurningPoint on your hard drive. You can find that file location listed when you select your session, as in step 6 of this exercise (see screenshot below).



8. You may remember that we need to go back into our Session and add correct answers for our on-the-fly question(s). To do this **highlight** your session (Simulated Data

TurningPoint) and then select **Edit Session** , which is adjacent to reports in the bottom right corner of the screen.

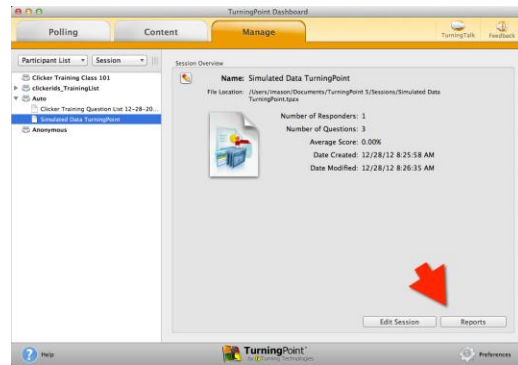
9. Next, select your on-the-fly questions and choose the correct answers under Scoring Options.
 - If you have questions about setting correct answers, please see Exercise Four on **Assigning Values**.

10. Click on the **Save and Close** button once you have selected the correct answers for the on-the-fly questions.



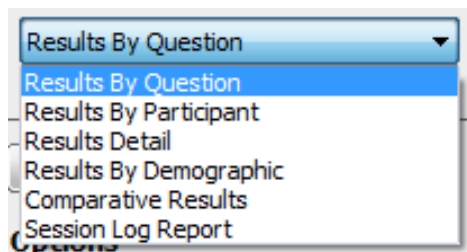
- **Important Note:** Be sure to set the correct answers for your on-the-fly questions before you run your report. Otherwise the data for your students' correct and incorrect answers won't be correctly tabulated.

11. You will find yourself back on the Manage tab. With your **Simulated Data TurningPoint** session highlighted, select the **Reports** button at the bottom-right.



Reports

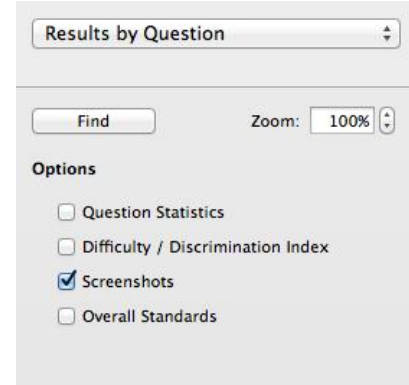
12. Under the reports window, click on **Results by Question** in the dropdown at the top-right to see the report type options. Look at some of the different ones to see which would be most useful for you. For our training purposes, select **Results by Question**.



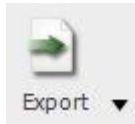
Report Type Selection

13. Next, under Options, check

Screenshots.



Screenshots



14. Finally, select **Export** → **Excel** to generate a report.



REFERENCE – ICON & Participant List Set Up

TurningPoint has three polling options for tracking responses: Anonymous, Auto, or a pre-made participant list.

- *Anonymous collects responses, but does not identify who gave them.*
- *Auto collects responses and which device they were connected with.*
- *A pre-made participant list identifies the responses by device ID number and other variables like clicker owners' names.*

*It is very important to not use the Anonymous participant list if you plan to use the results for grading. If you forget to choose your pre-made participant list before you run your session, you can pair the session data with your list later as long as you have run the session in **Auto** mode.*

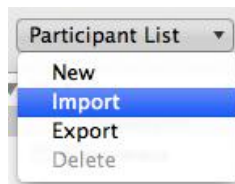
ICON can be used to auto-generate the pre-made participant list, based on your students' pre-registering their clickers on the <http://diy.its.uiowa.edu> website.

1. In your ICON site's main page, click on **Download Clicker Roster**.

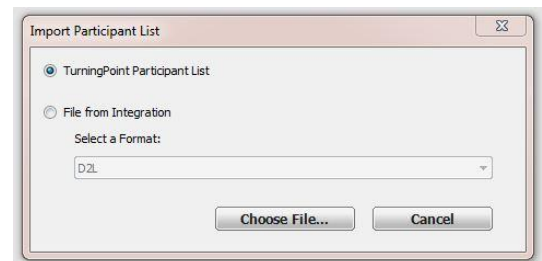


ICON Course Tools

1. To use the Participant list in the classroom we recommend saving it to your H: drive **AND/OR** a flash drive to bring with you to the classroom.
2. You will need to save this participant list to your classroom computer's local drive or your personal shared drive (H: drive) before you run your presentation. Alternatively, you can bring the class list with you on a flash drive.
3. To add it to the participant list, begin at the TurningPoint Dashboard, select the **Manage** tab.



4. Select the Participant dropdown menu →
5. Select **Import**.
6. Choose **TurningPoint Participant List** (the top radio button).

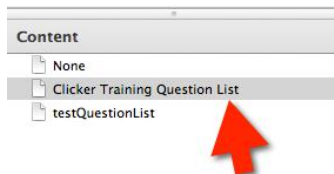


Import Participant List

- a. **Important Note:** Please note that if you are using Safari as your web browser, an **.xml** extension will be appended to your downloaded file. TurningPoint uses a file type called **.tpl**. If you download your clicker roster using Safari, simply delete the **.xml** extension from the end of your file name so that your file reads **filename.tpl**.
7. Finally, select **Choose File** to browse for your saved file on either your flash drive or H:drive.
8. To use your participant List, return to the **Polling** tab in the dashboard.



9. Then make sure your Participant List is highlighted under **Participants** in the top-left corner.
10. Keep in mind that if you're using both a Participant List and Question List, you'll want to make sure both are highlighted before you begin Anywhere Polling by selecting the program in the center pane (see screenshot below).



Select both Participant list and Question list



ICON Integration

TurningPoint sessions that have point values attached to answers can be used for grading. See <http://its.uiowa.edu/support/article/100302> for specific directions.