Clickers – Basic Windows Training Session

Today's Session
1. Clickers Overview
2. Exercises (Hands On)

Downloading TurningPoint: 5.3.1 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.
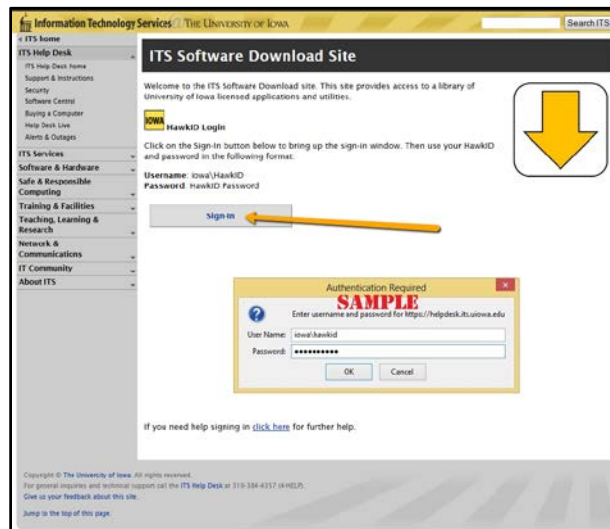

Figure 1:ITS Software Site

TurningPoint "Clicker" Software - This software is used to create interactive presentations that use Student Response Systems or "clickers".

Figure 2: Clicker Software

EXERCISE ONE – Starting TurningPoint

1. **Click on the Start Menu button** in the lower-left corner of the Taskbar.

2. **Click on All Programs**.

3. Navigate to the **Turning Technologies, LLC** folder.

4. Open the **TurningPoint** folder.

5. **Click TurningPoint.**
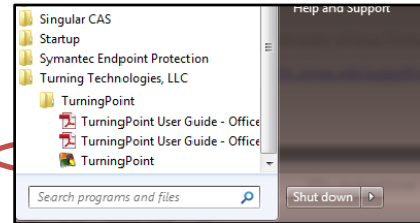
Figure 3: Start Menu

   o **Important Note:** If you are opening TurningPoint for the first time you will be prompted to accept a license agreement before your start the program. Simply accept the agreement to start up the program.

6. From the main Dashboard you can select from PowerPoint Polling, Anywhere Polling, and Self-Paced Polling (the latter is not currently available at the University of Iowa).

   Today, we will be covering PowerPoint Polling and Anywhere Polling.
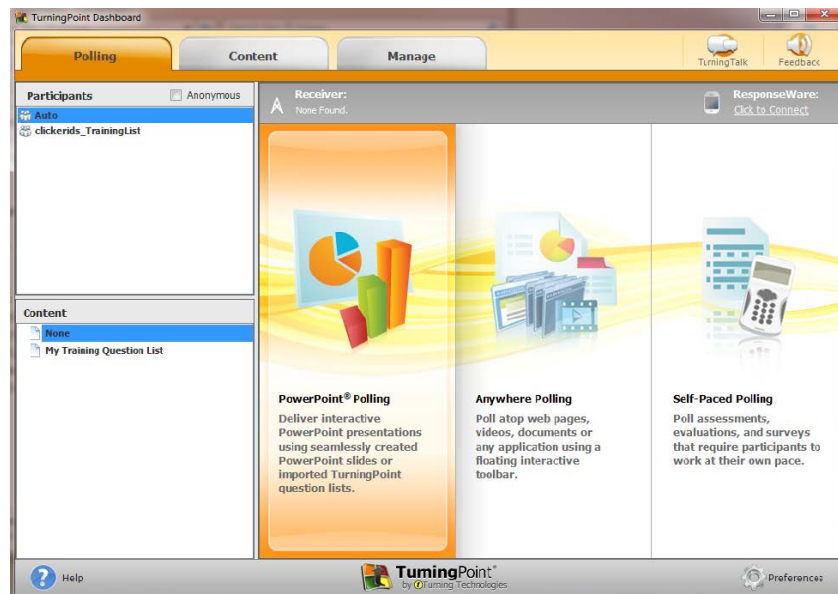
Figure 4: TurningPoint Dashboard

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 to capture real-time responses.

Receiver Set Up:
1. **Plug your receiver into the USB slot** of your computer.

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

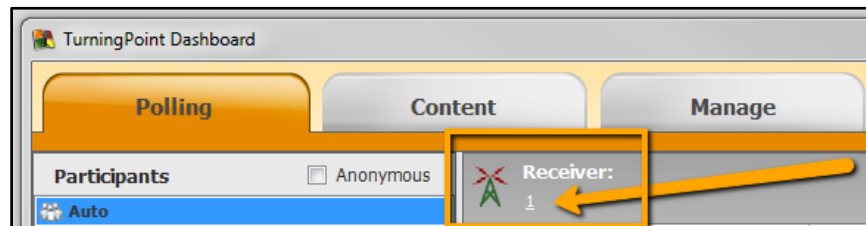3. **Click on the Receiver Channel Number** to prompt a pop-up window.

Figure 5: Receiver Number

4. Next to Receiver, **select your Channel** in the drop down menu.

- o **Important Note**: Your USB receiver retains the channel it was last set to. So if you set the receiver channel now, it will be retained if you use the same receiver with a different computer.
- o **Important Note**: If your USB receiver is "Not Found" by TurningPoint, you may need to restart your computer.
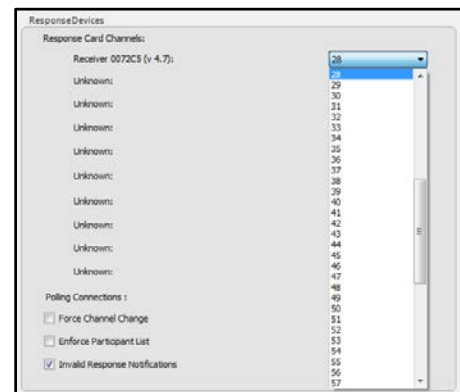
5. **Refer to the General Classroom Channel Assignment list** at:

Figure 6: Receiver Channels

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

- o 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 for your room, use an odd numbered channel to prevent conflicting with an assigned number.

EXERCISE THREE – Creating a Question List

The primary advantage of the Turning Point Question List is that a question list can be used in both PowerPoint Polling and Anywhere Polling
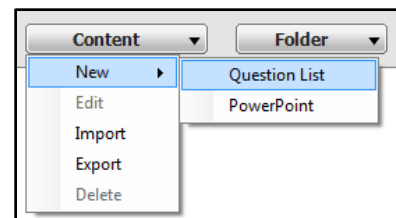
1. While in the main TurningPoint dashboard, **click on the Content tab** at the top.

Figure 7: TurningPoint Dashboard - Content Tab

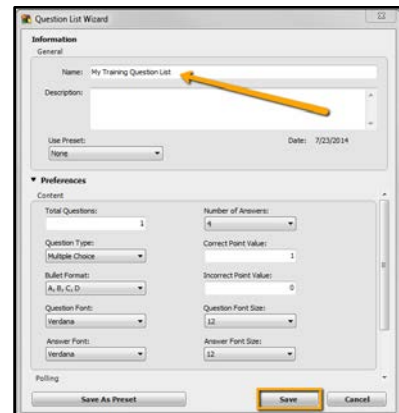2. **Click on Content**, and then **New→ Question List**.

3. **Name your Question List** My Training Question List

4. **Click Save**. You have the option of changing the format of your questions by clicking Preferences in the Question List Wizard.
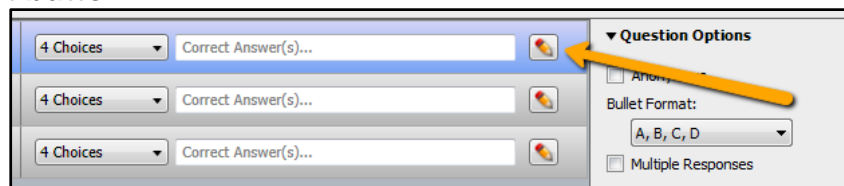

Figure 8: New Question List

5. **Click the Question button** Question ▼ , and **click Add** or press Ctrl + N.

6. Keep selecting add or pressing Ctrl + N **until you have 3 questions.**

Figure 9: Question List Wizard

7. To enter or edit a question, double click on it or **click on the pencil/edit button**

Figure 10: Edit Questions

8. **Enter your Question text** (see table below) in the first box.

- When you click on the letter in the multiple choice area, a text editor will open for you to **enter your answer responses.** You can also Tab through the answer options.
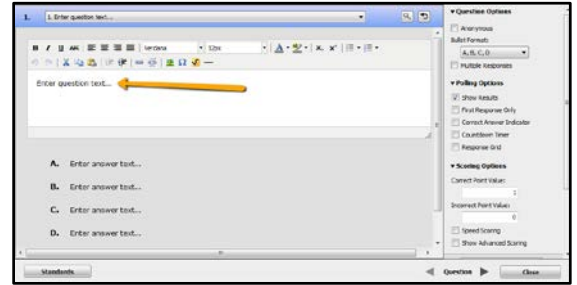

Figure 11: Enter Questions and Answer Options

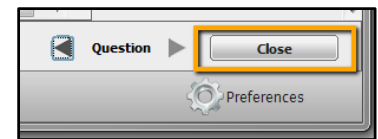9. **Click the Close button** after editing the question to return to your question list.

Figure 12: Close Question Editing

10. Complete entering the two remaining questions in your question list. You can use the following questions or create your own multiple choice questions.

An observation that has been repeatedly confirmed and for all practical purposes is accepted as "true" is a(n) _____.	Of the three major types of galaxies, the most common in our universe is the:	We can confuse learners when we:
A. Law B. Hypothesis C. Fact D. Theory	A. Spiral B. Elliptical C. Irregular D. None of the Above	A. fail to complete… B. inconsistent grammar in the options. C. veer off into another idea entirely. D. Yes.

11. Once you have 3 questions, **click Close and then the Save and Close button**.

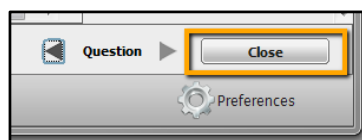- Cancel will allow you to exit the question editor but not save your changes.
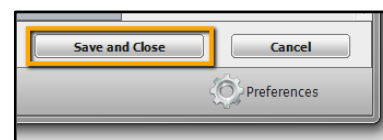

Figure 13: Close Question Editing

Figure 14: Save and Close Question List

# EXERCISE FOUR – Creating Chart Slides in TurningPoint

The alternative to using the **Question List** is to create slides directly in PowerPoint.

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

   Dashboard.

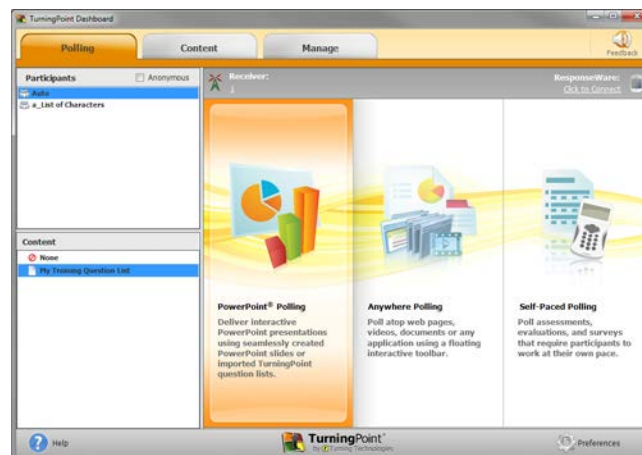2. **Click on the Polling tab** at the top.

Figure 15:TurningPoint Dashboard - Polling Tab

3. **Select and highlight the question list you just created** in the lower left box

   under Content.
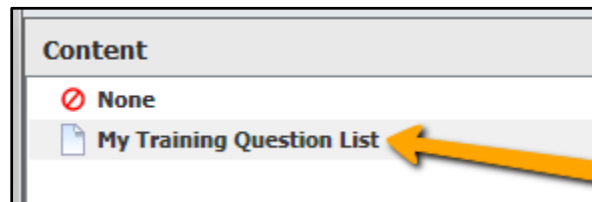
Figure 16: Select Question List

4. **Click on PowerPoint Polling** in the main window of the dashboard.

Figure 17: Turning Point Dashboard

5. You may see a pop-up window that indicates "importing question list" (if you have many

   questions, this may take a minute or two to import).

- **Important note**: You may find in these imported slides, you'll have to adjust the position of the graph or increase/decrease font size in order to get individual slides to appear or look correctly.

6. **Select Slide #3** in the navigation area on the left-hand side.

7. **Click New, then Multiple Choice**.

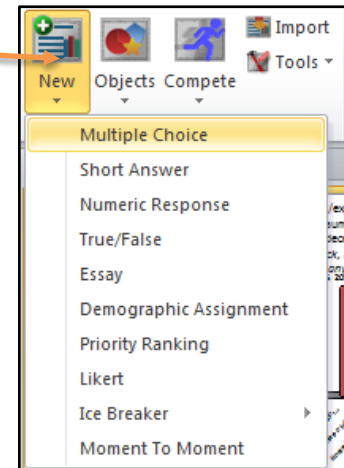8. In the new slide (#4), **replace the Enter Question Text…** heading **with: What do you want to learn today?**

9. **Replace Enter Answer Text… with Clicker Basics** then **press Enter.**

10. For answer B, type in: **UICapture** and hit Enter.

11. For answer C, type in: **ICON** and hit Enter.

12. For answer D, type in: **Other**.


Figure 18: New Question Dropdown Menu

13. Click somewhere outside of the answer text box to get the chart to update.
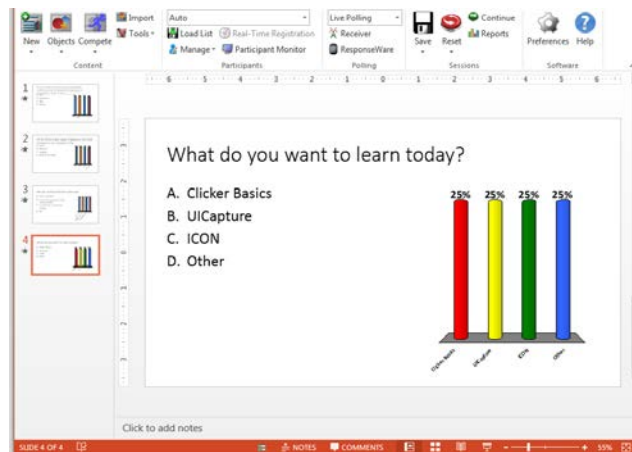
Figure 19: Fourth Question Slide

14. Repeat steps 7-13 for any subsequent questions you would like to add.

- You can modify your chart by clicking on the chart area within your PPT slide. This will bring up a chart context menu (Slide Preferences: Chart Colors) to the right. Feel free to experiment with changing some of the available options.
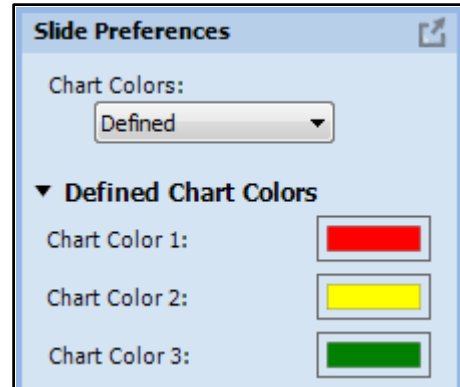
Figure 20: Slide Preferences

15. Experiment with deleting and adding new chart types using the Objects menu.

    - Go up to Objects and **select Charts**.

- In this case, start with Horizontal. Feel free to experiment with using the other chart types and consider what kind of data each is useful for.
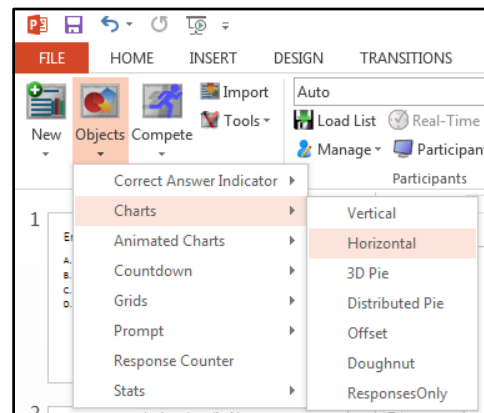
Figure 21: Objects: Charts

EXERCISE FIVE – Assigning Values

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

1. **Select the slide that begins – An observation that has been …**

2. When you click in the answers box on the left-side of the slide, you should see the Slide Preferences pane open up on the right-hand side of the TurningPoint window. If this does not display immediately, click on the Preferences menu option.
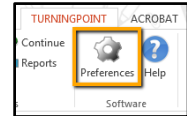
Figure 22: Preferences

3. **Click on Scoring Options**.

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

5. Leave the Incorrect Point Value at 0.

6. **Click the No Value dropdown next to C and select Correct.**

7. Repeat the same process (steps 2-5) for Slide Two that begins Of the three major types of galaxies…

8. The correct answer for Slide Two is **B**.
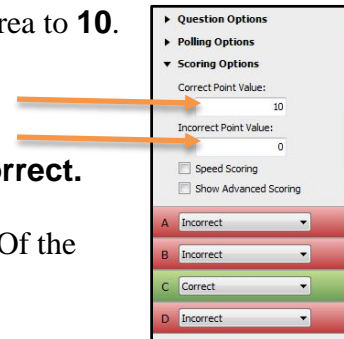
Figure 23: Scoring Options

9.   Go to slide that has the question: – We can confuse learners when we:

10. **Change the Correct Point Value** in the Scoring Options area to: **0**.

11. Leave the Incorrect Point Value as 0.

12. **Change "No Value" for A to be Correct.** You'll notice that when you change one answer option to Correct, other values become Incorrect by default, unless you change their values. **Change all answer options to Correct.**
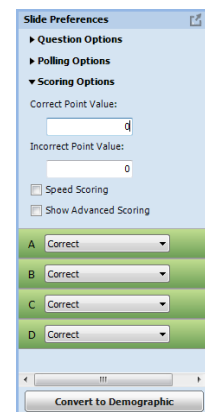
Figure 24: Multiple Correct Answers

13. **Save your PowerPoint** either to your flash drive or your H: (shared) drive.

⬛ EXERCISE SIX – Adding Objects

Turning Point Objects can be added to slides, to prompt users to answer within a set time limit or immediately, to indicate correct answers, and/or give the audience statistics.

1. Begin by selecting the slide that begins with Of the three major types of galaxies … (Slide 2)

Figure 25: Objects: Countdown Timers

2. On the menu bar, **select Objects and Countdown → Clock.**

3. By default the timer reads 30 seconds.

4. Click in the center of the timer.

5. In the Countdown Properties window that opens, **change Countdown Seconds from 30 to 10.**

6. **Click OK**. The clock will now display 10 seconds.
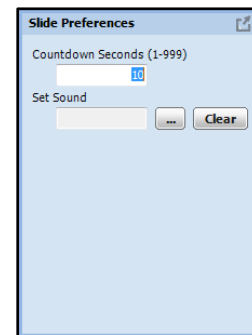
Figure 26: Timer Preferences

7. **Click Objects.**

8. Select **Correct Answer Indicator → Checkmark**

   o **Important Note**: You must have a correct answer selected before a checkmark can be added to your slide. See Exercise Five – Assigning Values.

Figure 27: Objects: Correct Answer Indicators

9. **Save your PowerPoint** show to either a flash drive or your H: drive.
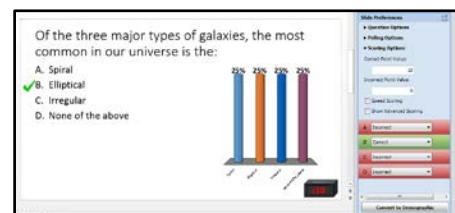

Figure 28: Completed Slide

EXERCISE SEVEN –Demographic Comparison

1. **Select the last slide in your PowerPoint presentation.**

2. **Click the New button** and **select Demographic Assignment**.

3. **Enter** in the question box at the top: **What is your age?**

4. **Add the following answer options:**
    - 0-14
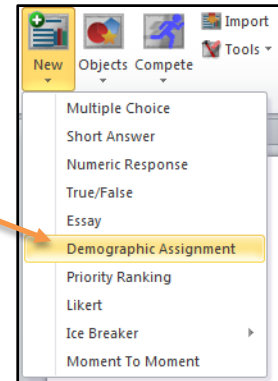   - 15-29
    - 30-44
    - 45-59
    - 60+

Figure 29: New Demographic Assignment Question

5. Next **click on Tools** and **select Demographic Comparison**.

6. In the Demographic drop down menu,

    select the question we just created
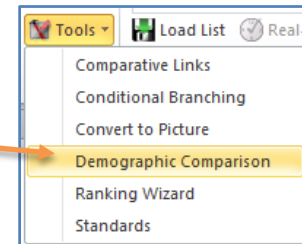
Figure 30: Tools: Demographic Comparisons

7. **Select any of the questions you created earlier** to compare. For example, you can select the "An observation that has been … " question (Slide 1)

8. **Click Insert.**

9. The slide that you have just added will populate a demographic comparison graph **AFTER** you run your slideshow in presentation mode. A sample demographic comparison chart is pictured below.
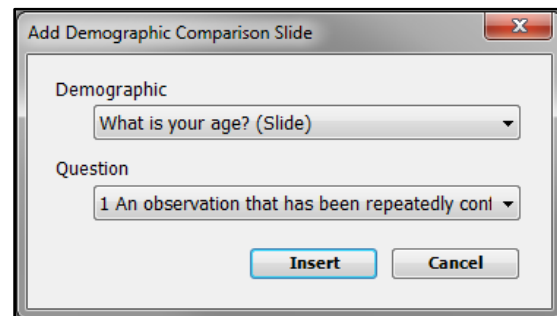
Figure 31: Assigning Comparison Tool

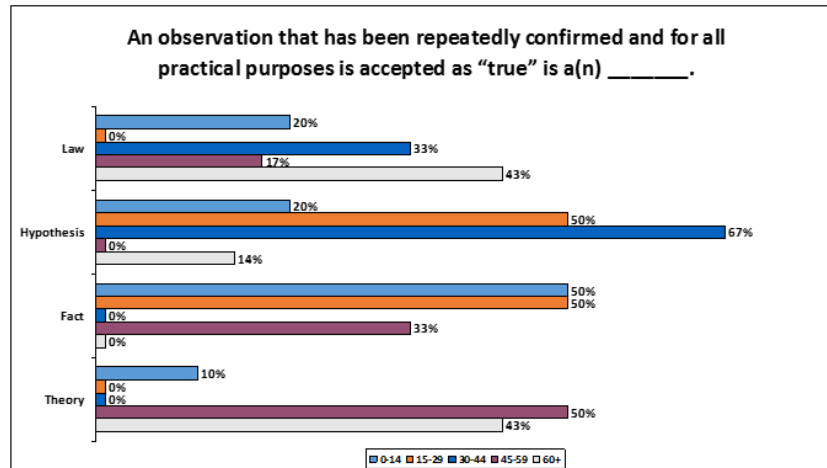- **Important Note:** You'll notice that the demographic question answers are indicated by the color key and the question you are examining is listed next to each bar in the bar graph. The demographic responses are indicated by the colored bars. Percentages for each color or demographic variable add up to 100%.

Figure 32: Demographic Comparison

- **Important Note:** Keep in mind you may want or need to use anonymous settings when polling on sensitive questions.

EXERCISE EIGHT –Anonymous Polling

1. To enable anonymous polling you can **select Anonymous from the dropdown menu** that reads Auto, to the right of Import and Tools in the TurningPoint ribbon at top. *This method will prevent you from collecting participant data for **the entire presentation**.*
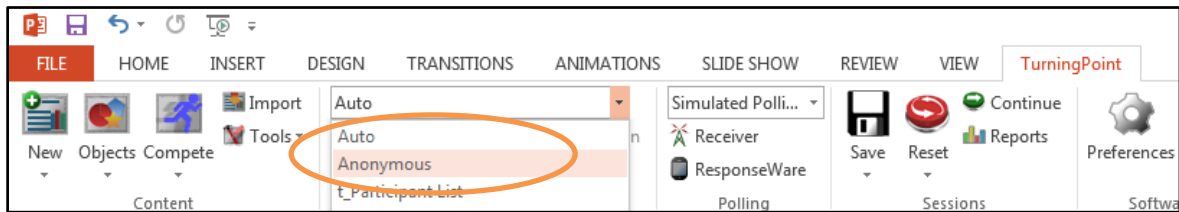
Figure 33: Set Anonymous Polling

2. Alternatively, you can set Anonymous polling *for an individual slide* using the Showbar while running your presentation. This allows you to collect data for non-anonymous slides in your presentation. The Anonymous button can be found on the left-side of the show bar.
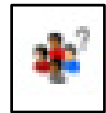
Figure 34: Anonymous Polling Button

- **Important Note:** Polling must be open for the anonymous button to be active.

Figure 35: Turning Point Showbar

3. We will cover running your presentation in Exercise Nine.

EXERCISE NINE – Testing your Slides

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 Reset** from the menu bar.

2. **Select Session.**

3. If you have existing data you wish to keep, choose Save.

Figure 36: Reset Session

4. **Change Live Polling to Simulated Polling** in the drop

    down menu.

5. **Select Slide 1** from thumbnails on the left.
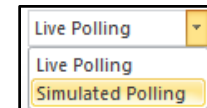
Figure 37: Simulated Polling

6. **Run your PowerPoint in Slide Show** 🖥 **mode.**

7. **Click *slowly* through each polling slide**, waiting for the Responses box to change

    from zero to thirty, before clicking again. (You can also use the right arrow key.) Make

    sure you wait until the responses reach 30 before moving on (see screenshot below).

*Figure 38: Polling closed after reaching 30 responses*

8. Notice as you have polling open, the interactive show bar at the top allows you to do the
    following functions:

    a. Minimize or Maximize Showbar
    b. Show/Hide Response Grid
    c. Insert New Question
    d. Set Anonymous
    e. Display Participant Monitor
    f. Show/Hide (receiver) connection info
    g. Display Messaging Window (not used with RF clickers)

9. When polling is closed, you have the following additional options:
    a. ⌗⌗ Toggle between percentages and counts
    b. ↻ Repoll Question
    c. ≋ Data Slice
    d. ᒲ View Original Chart

10. When you are completely finished, **change the Simulated Data** drop down **back to Live Polling.**

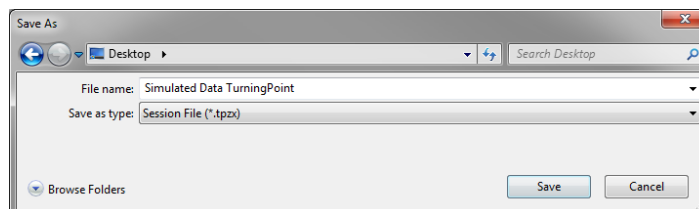11. **Select Reset** to reset the session.
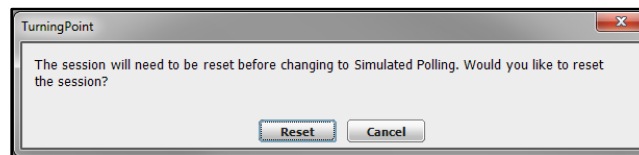
Figure 39: Reset Data

12. **Select Save**. (NOTE: normally, we would delete simulated data, but we'll use this data in the next exercise.)
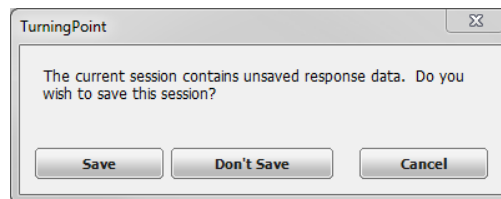
Figure 40: Save Session Data

13. For this activity, **save the collected data to the Desktop and call it: Simulated Data TurningPoint. Click Save.**

Figure 41: Save As "Simulated Data TurningPoint"

14. **Click on the red window X** in the top right corner to close PowerPoint or go to File → Exit to quit the program.

🖥️ EXERCISE TEN – Running Reports

1. When you exit PPT you should find yourself back on the TurningPoint dashboard (if not, re-launch the application), **Click on the Manage tab** at the top.
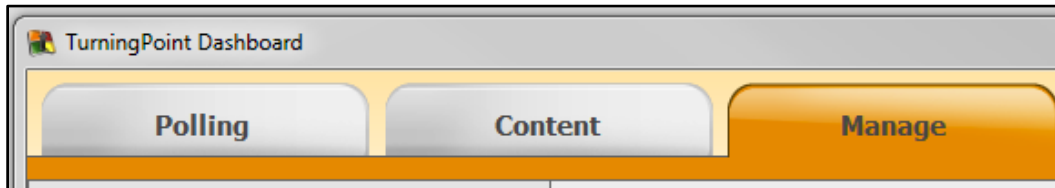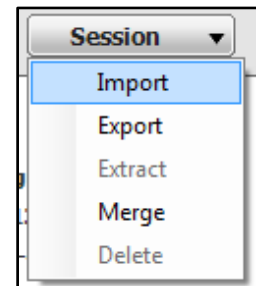

Figure 42: TurningPoint Dashboard: Manage Tab

2. Select Session → Import

3. Navigate to your desktop and **choose the Simulated Data TurningPoint file.**

4. You have the option to Leave in Place or Move Session.

   If you Move Session TurningPoint will be able to locate the file

Figure 44: Import Session

   more easily in the future, so we will **use Move Session**.

5. **Click OK** after making your selection.

   o **Important Note:** When you select Move Session, your file will be moved from your original file location (flash drive or H:\ drive). Before using Move Session, you may want to make multiple copies of the file. You can choose to Leave in
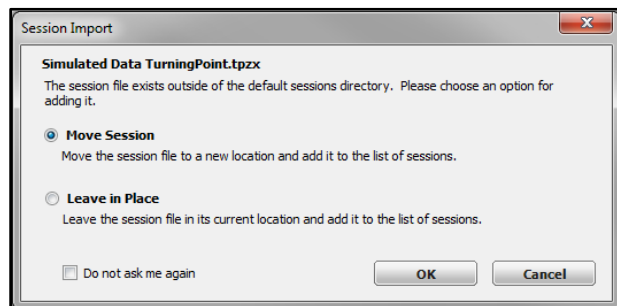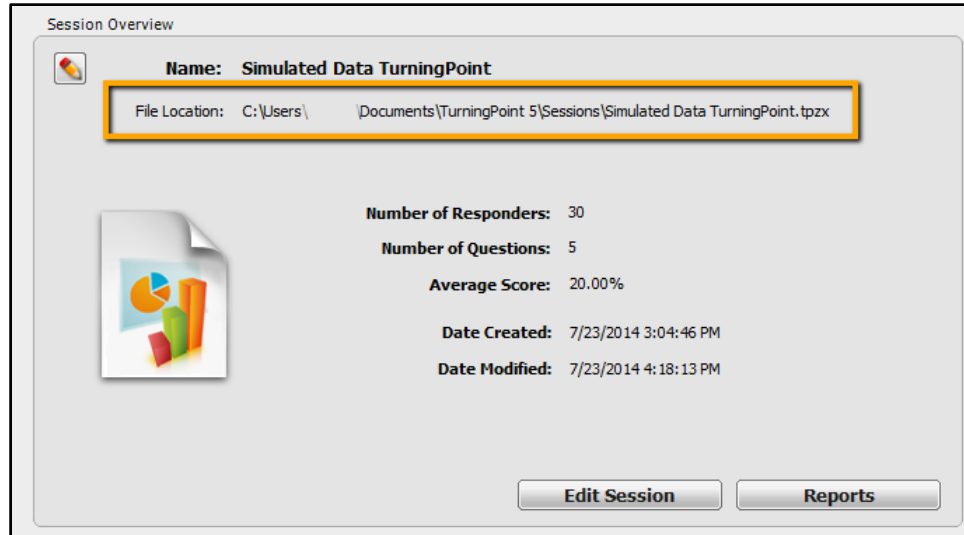

Figure 43: Move Session File

   Place, but you may have to reimport your session again the next time you want to use it, as it will not automatically be detected by TurningPoint.
   o You can find the file location by highlighting your imported session file under the Manage tab (see screenshot).

Figure 45: Session File Location

6. An Import Summary will display your Filename and Action Description. The Status will be the listing that your data will be categorized by. For example, below, my Filename is Simulated Data TurningPoint and the file has been Added to Auto.
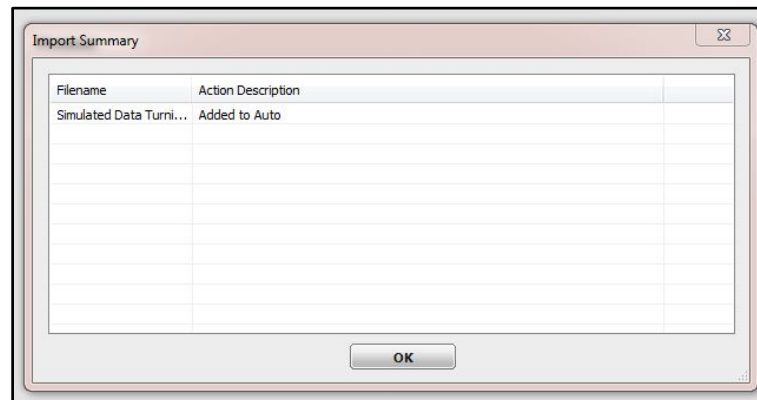

Figure 46: Import Summary

7. **Click OK again**.

8. Back in the Manage tab, look under Auto and **select the name and date of your session**.

   o 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.

9. With the new Session Filename selected, **click the Reports button** at the bottom-
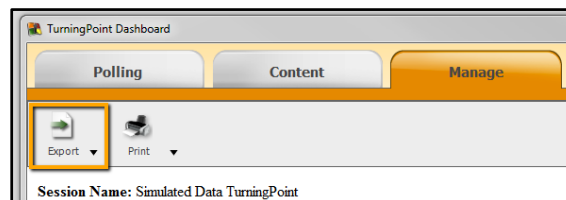
    right.
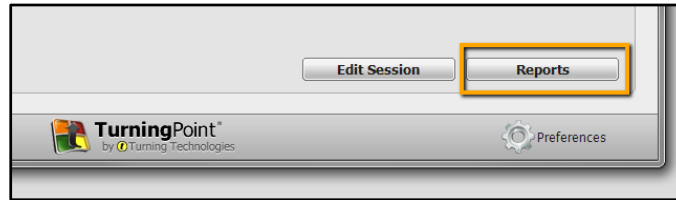
Figure 47: Reports button

10. 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**
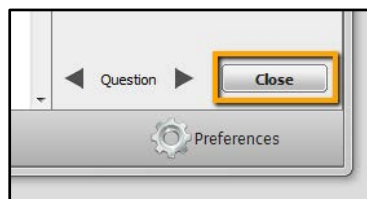
Question.
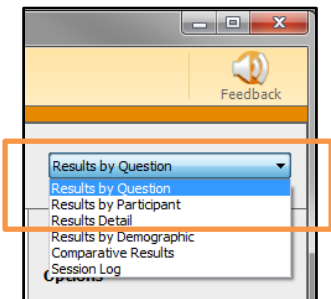
Figure 48: Available Reports

11. Finally **select Export → Excel** to generate a report.

Figure 49: Export Reports

12. When you are finished **click Close** to exit the Results Manager.

Figure 50: Close Reports

# 🖥 EXERCISE ELEVEN – Creating Questions in TurningPoint Anywhere

For this exercise, you'll want to plug your USB receiver into the computer.

1. From the TurningPoint Dashboard Polling tab, **select the question list you created** under Content in the lower-left box.

2. With your original Question List highlighted, **click on Anywhere Polling** in the center pane.
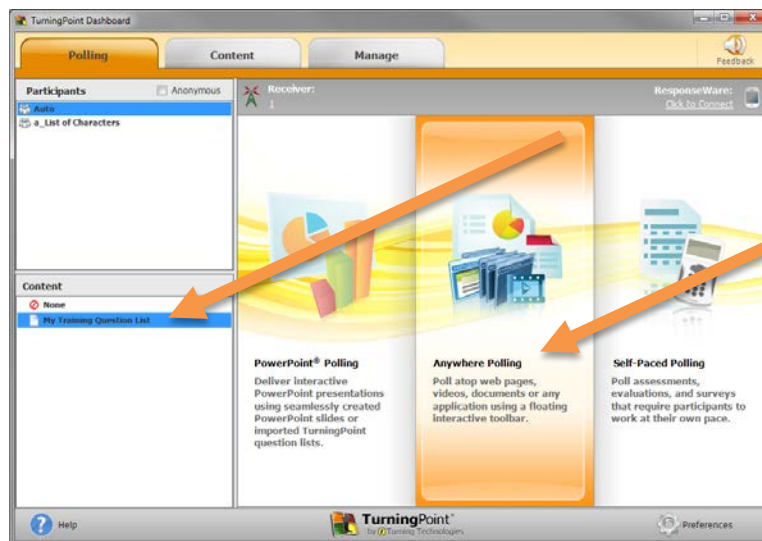
Figure 51: TurningPoint Dashboard

3. 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.
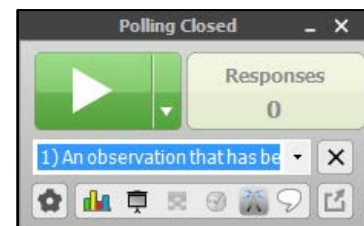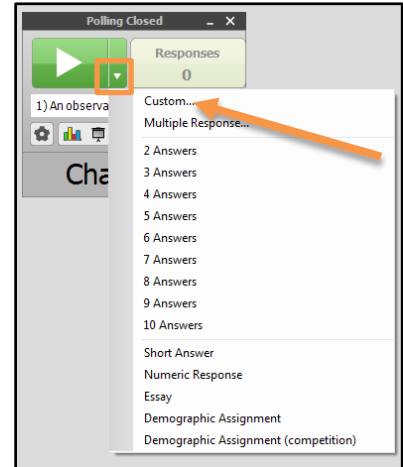

Figure 52: Anywhere Polling

4. **Click the play button** to begin polling your audience.

5. Use a clicker to respond to each question to test polling. Watch the "Responses" increase.

- **Important Note**: Polling is *open* when the Play button shifts to a Stop button and vice versa when polling is *closed*.

6. **Click the Stop button** to end polling and display results.

7. Cycle through your 3 questions until you reach the end by pressing Play and Stop.

8. To **add a new question**, click the down arrow adjacent to the big green play button. Then select **Custom…**

Figure 53: Adding Questions

9. In the box under Enter question text**… type: What are the advantages of using TurningPoint Anywhere?**
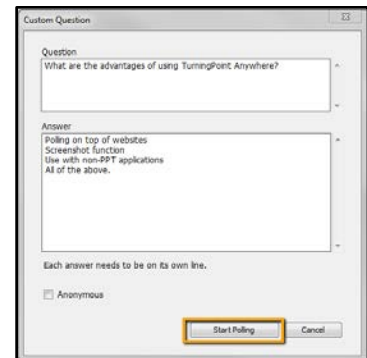
10. Where it says "Enter answer text…"

    Type Polling on top of websites in the first line,

    Press enter to return to the next line.

    Each new line or return represents another answer for up to ten lines.

11. On the next lines, type in: **Screenshot function, Use with non-PPT applications,** and **All of the above.** Press Enter after each phrase.

Figure 54: Start Polling

12. **Select Start Polling** at the bottom-right corner of the Custom Question window.

13. Your question will begin polling. Answer the question with your clicker. You can click the **Stop button** to end polling and regain control of the Anywhere panel.

EXERCISE TWELVE – Running TurningPoint Anywhere

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
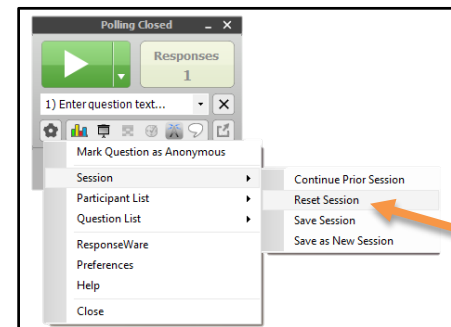
   of the TP Anywhere Window.
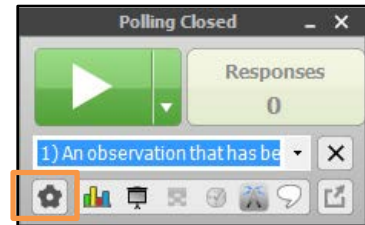
Figure 55: TurningPoint Anywhere Settings

2. **Select Session, then Reset Session.**

3. **Click the Green Play button** to begin running

   your Presentation.

Figure 56: Reset Session

4. Using a clicker or multiple clickers, if available, try

   testing your polls to ensure that they populate your

   graphs correctly.

   a. **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, using the "Custom

   Question" tool adjacent to a website of your choice, as demonstrated in Exercise Eleven.

6. Notice as you have polling open, the interactive show bar at the top allows you to do the following functions:

    a.   Show/Hide Chart

    b.   Show/Hide Presentation

    c.   Show/Hide Response Grid

    d.   Show/Hide Countdown Timer

    e.   Show/Hide Connection Info

    f.   Display Messaging Window

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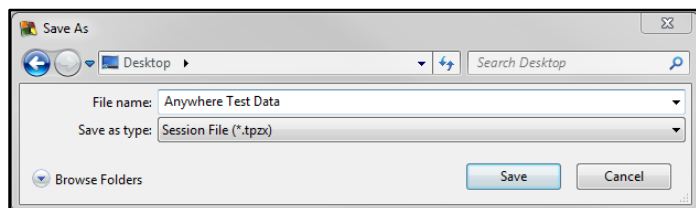
9. Click Once again on the **Settings** gear , and find Session.

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

11. Save this data to a flash drive or your shared drive and call it: **Anywhere Test Data TurningPoint.**
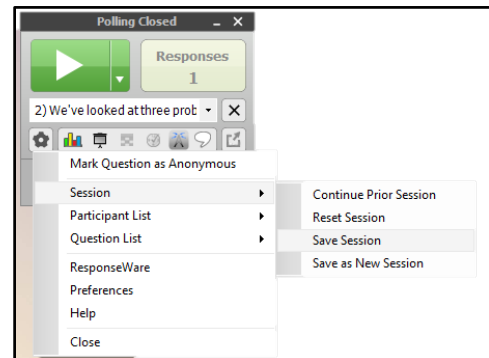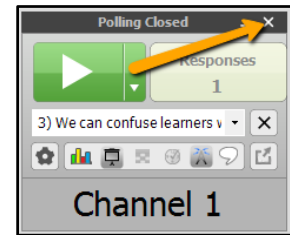

Figure 57: Save Anywhere Session

Figure 58: Save As

12. Exit out of Anywhere Polling by clicking the **X** in the top-right

corner of the Polling window.

Figure 59: Closing TurningPoint Anywhere

13. Exercise Ten on running reports can be repeated with your

TurningPoint Anywhere data, except you'll want to set correct

answers for any questions you might have inserted that were not previously in a question

list. If you do not do this, student correct or incorrect responses will not be tabulated in

your results.

14. To assign correct answers to Custom or multiple response questions from Anywhere

Polling:

a. Import your TurningPoint Anywhere session data as detailed in Exercise Ten.

b. **Highlight your session** under the TurningPoint Dashboard Manage tab.

c. Select **Edit Session.**
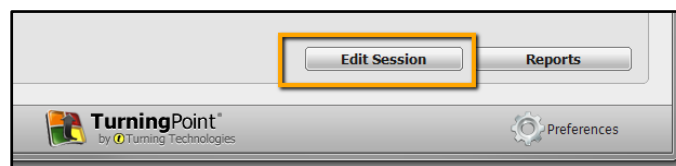
Figure 60: Edit Session

d. Find your Custom or Multiple Response questions and **click the edit pencil**.
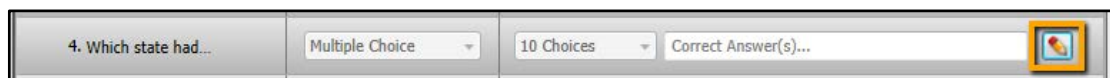
e. Under Scoring Options, **select the correct answer** (See Exercise Five on

Assigning Values).

f. This will assign the correct answers retroactively and tabulate correct and
incorrect percentages when you run a report.

⬛ EXERCISE THIRTEEN – Turning Point Anywhere Screenshots

1. **Click the Manage tab** at the top of the TurningPoint Dashboard.
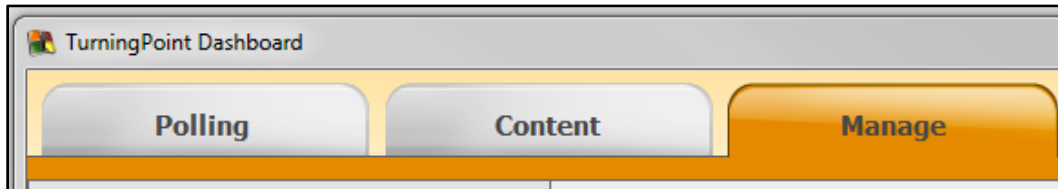
Figure 61: TurningPoint Dashboard Manage Tab

2. Look under Auto and select the name and date of your session.

   o 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.

3. With the new Session Filename selected, **click the Reports button** at the bottom-right.
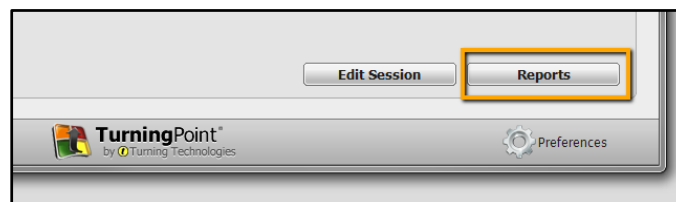

Figure 62: Reports Button

4. Under the reports window, **click on Results by Question** in the dropdown at the top-right to see the report type options.

5. Select Screenshots.

6. TurningPoint Anywhere captures a screenshot when polling is closed. If you are working with multiple displays, the screenshot captures both. These images are available in the Turning Point results and when the results are exported to Excel.
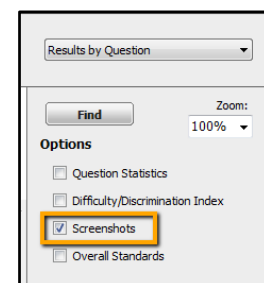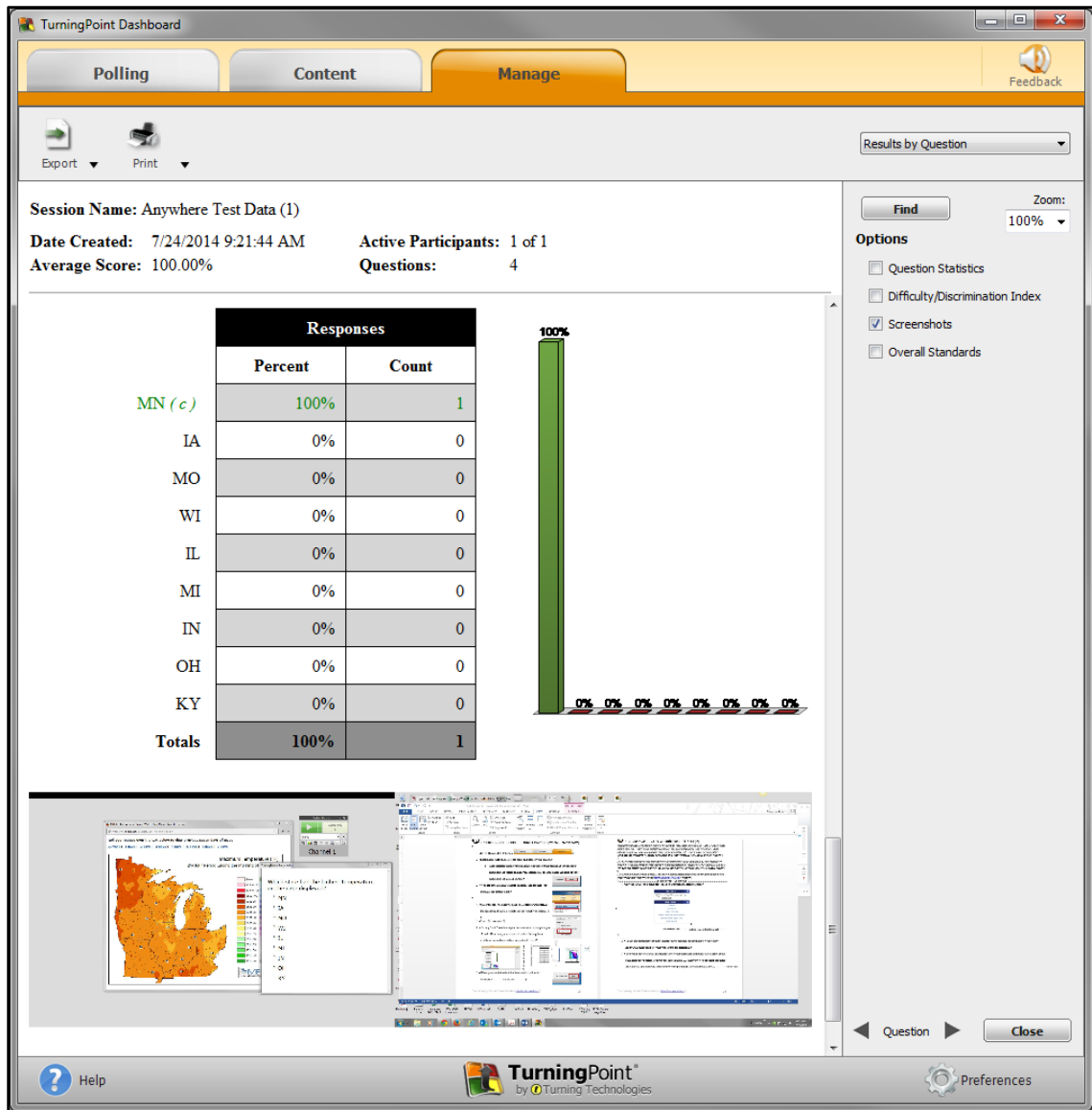

Figure 63: Screenshots

Figure 64: Report Display With Screenshot

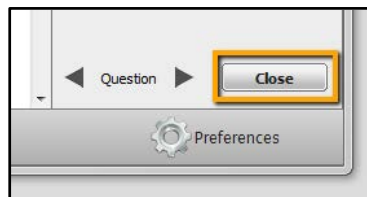7. When you are finished **click Close to exit the Results Manager**.


Figure 65: Close Reports

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 <u>to not use the Anonymous participant</u> 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 using the Student Tools in ICON.

1. In your ICON site's main page, click on **Download Clicker Roster**.
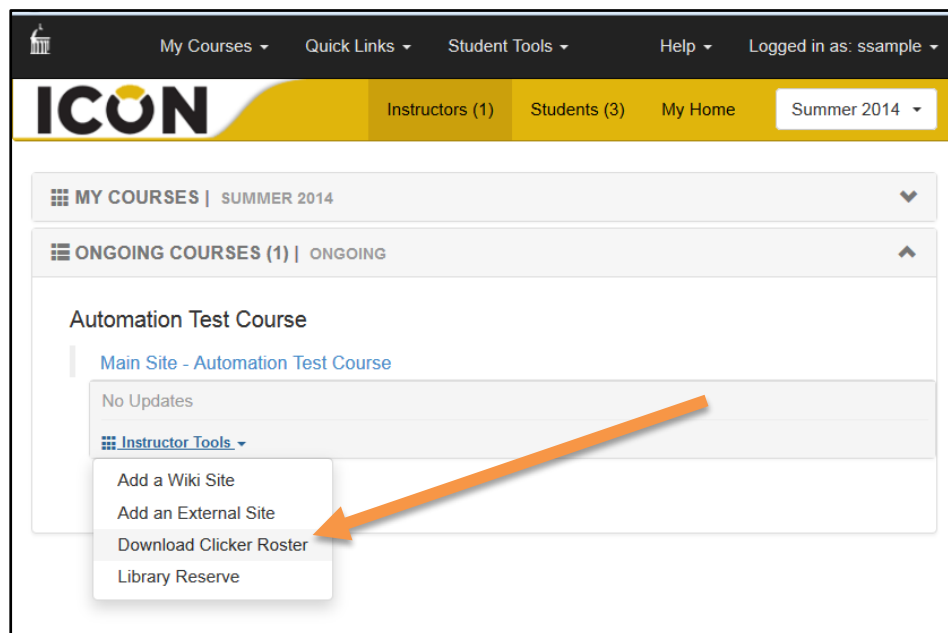
Figure 66: ICON Instructor Tools

2. 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.

3. You will need to save this participant list to your classroom computer's local drive before

   you run your presentation.

4. To use the participant list while running PowerPoint Polling, click **Load List**.
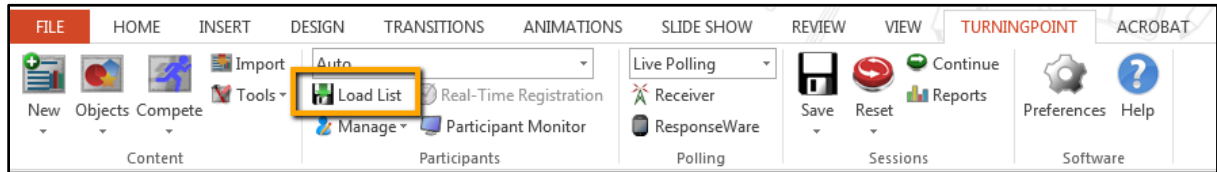
*Figure 67: Load Clicker Roster within PowerPoint*

Browse for your saved Clicker Roster file on either your flash drive or shared drive.

5. To add it to the saved participant lists, begin at the TurningPoint Dashboard, select the

   Manage tab. Select the Participant List dropdown menu
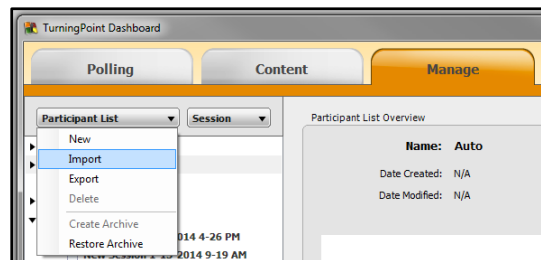
Figure 68: Import Participant List

6. Select **Import** and browse for your saved file on either your flash drive or H:drive.

7. To use your participant List, return to the **Polling** tab in the dashboard.

8. Make sure your Participant List is highlighted under **Participants** in the top-left corner.
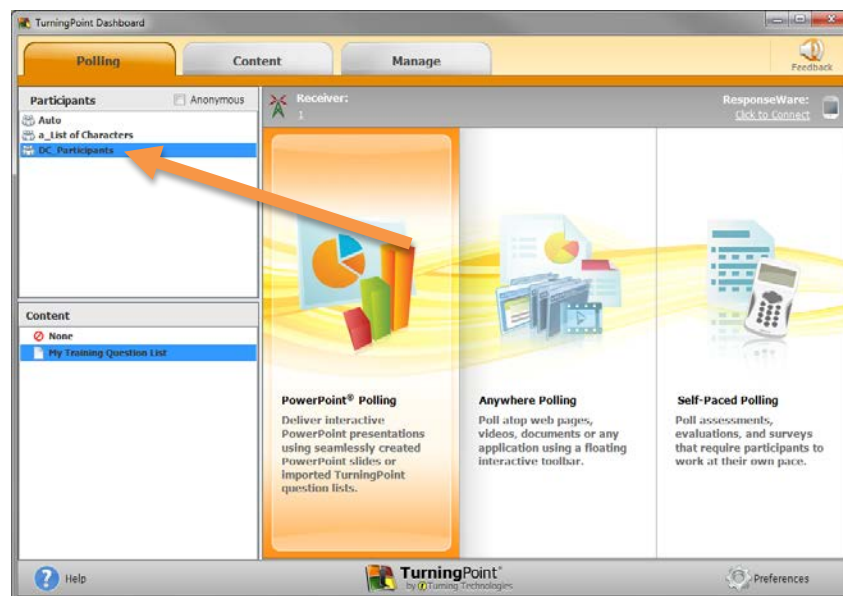
Figure 69: Selected (Active) Clicker Roster and Question List in TurningPoint

9. Keep in mind that if you're using both the Participant List **and** Question List, you'll want to make sure both are highlighted before you begin PowerPoint Polling or Anywhere Polling in the center pane (see screenshot).

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.*