

TurningPoint Cloud for PC



West Virginia University®

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HEALTH SCIENCES CENTER

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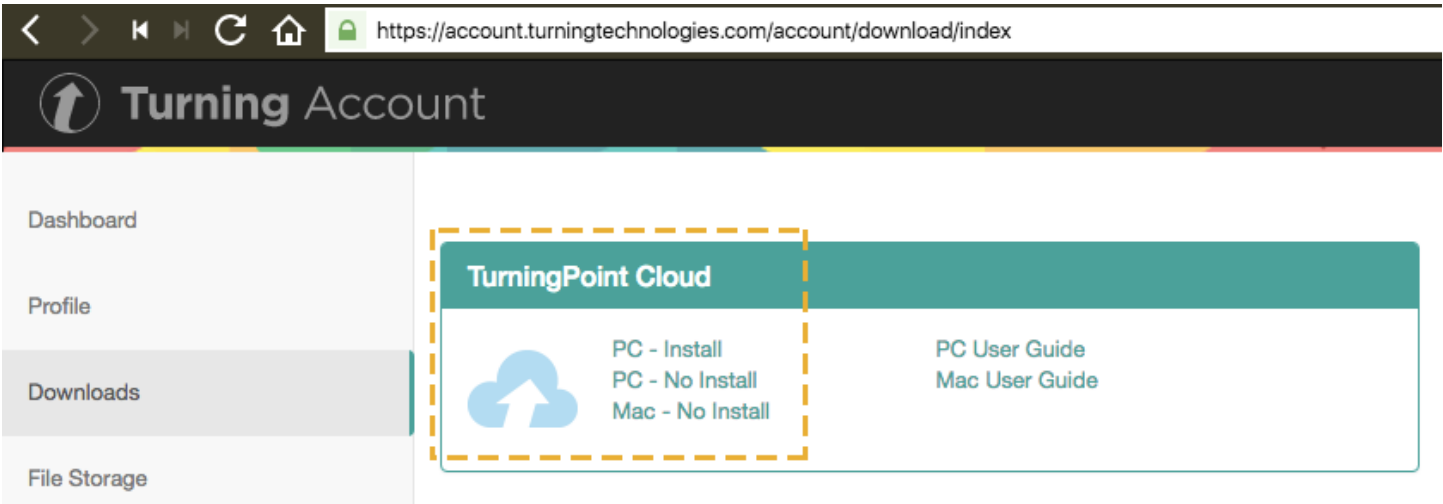
TurningPoint Cloud is a software program that allows you to collect feedback from participants, such as giving a quiz during the middle of a presentation.

TurningPoint Cloud for the PC is a stand-alone program that can be used in any kind of presentation, and with both clickers and ResponseWare. The new TurningPoint Cloud integrates with Powerpoint on the PC and Mac alike. If your personal computer is a Mac but you teach courses on a PC, you can place both stand-alone versions of TurningPoint on a portable USB drive.

Installing TurningPoint Cloud

TurningPoint Cloud can installed on the presenting computer or launched from a portable USB drive. To download, visit <https://account.turningtechnologies.com/> and login with your Turning Account credentials. Once logged in, select the “Download” link and choose the version that’s right for you.

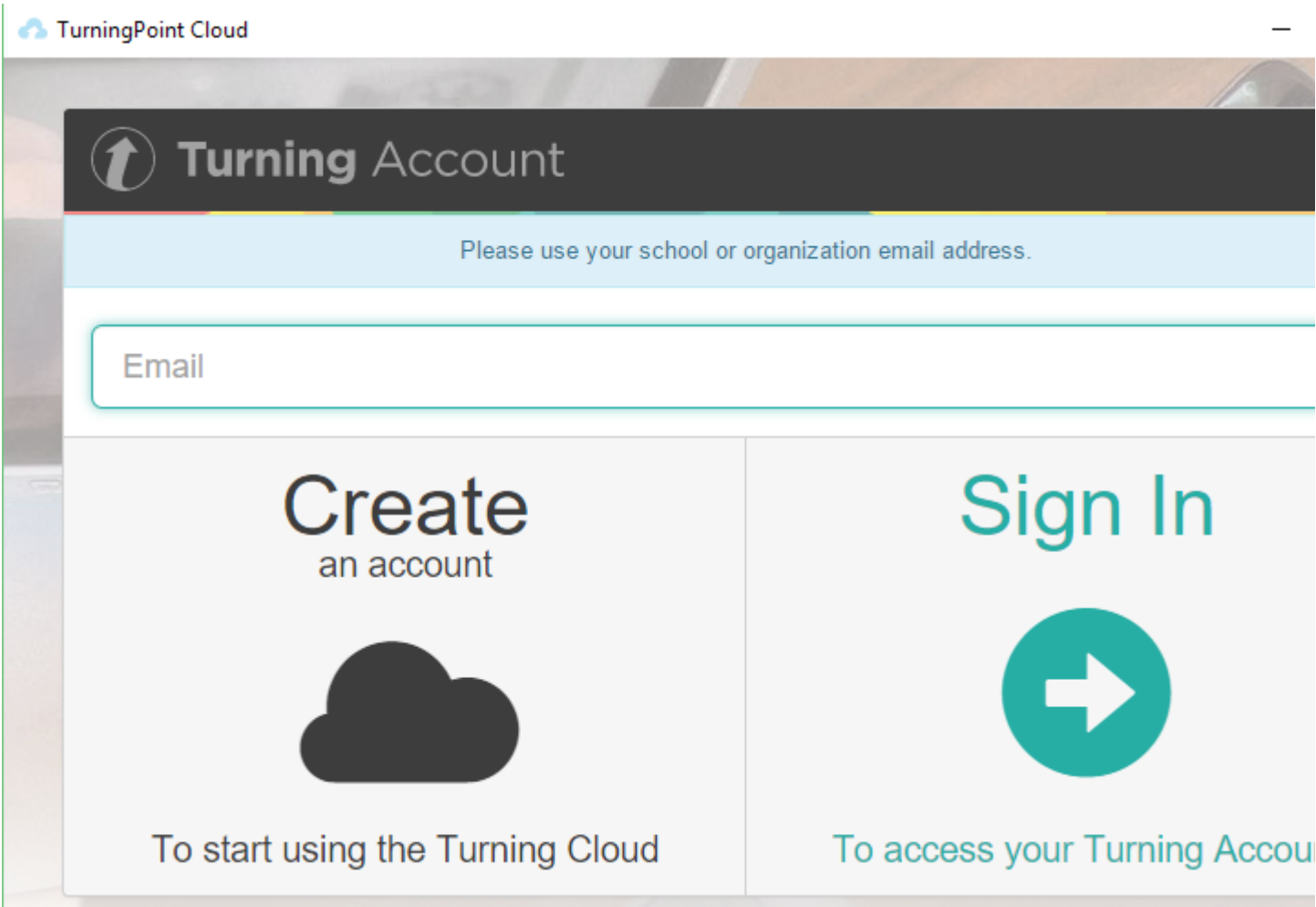
Note: If you have an older version of TurningPoint installed, you’ll want to uninstall the old version, then install the newest version. Keep in mind that TurningPoint 5 files will load and run in TurningPoint Cloud, but TurningPoint Cloud files are not backwards compatible with older versions of TurningPoint.



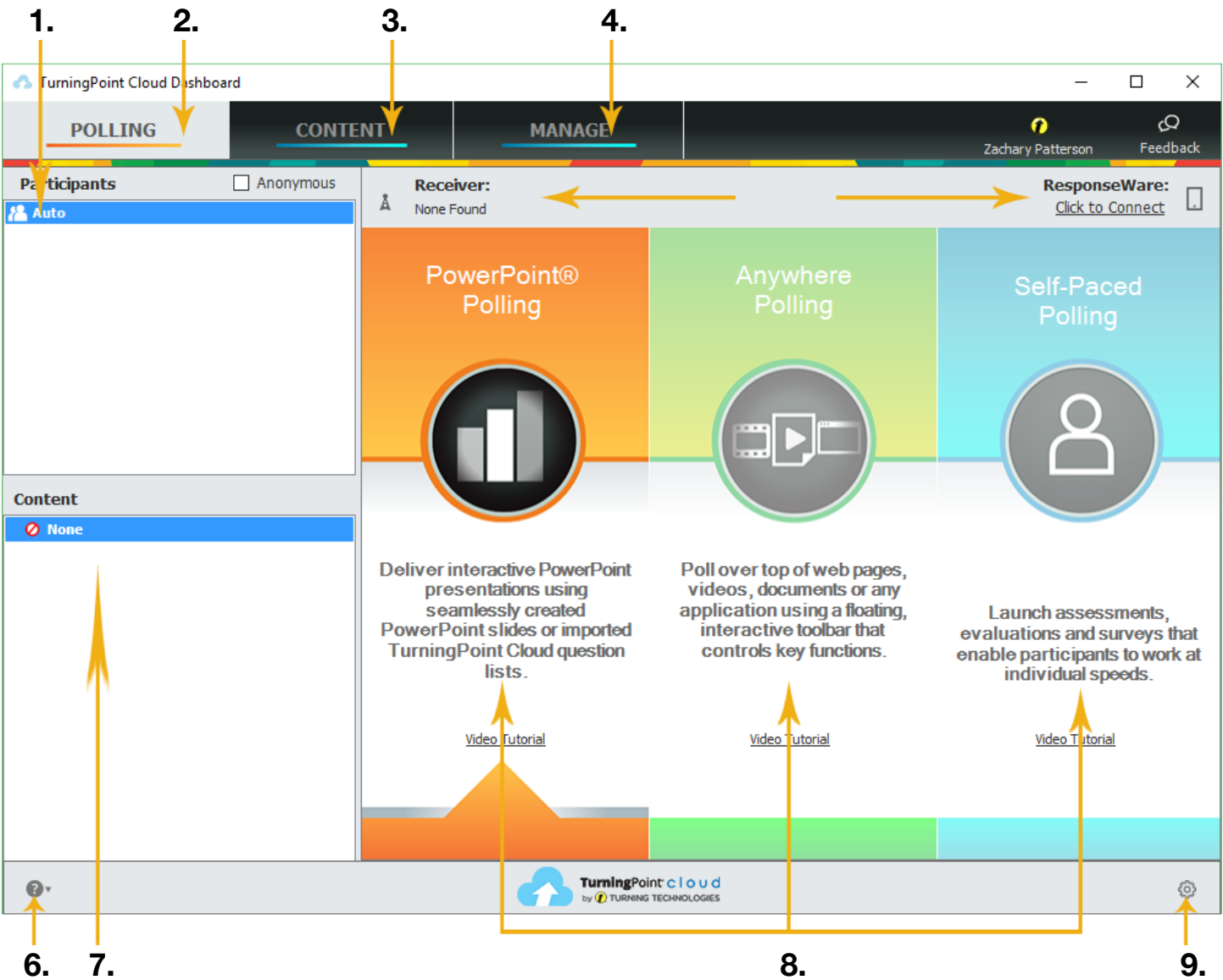
Note: If you travel with TurningPoint Cloud you can download the “No Install” version for both Mac and PC and put them on a thumbdrive for maximum convenience. For PCs you use regularly, you can use the installer to get a desktop icon. Note that installation on Mac is optional- you can install it by dragging the file into your “Applications” folder.

To Launch TurningPoint Cloud

1. Open TurningPoint Cloud from either your portable USB drive or your computer and login with your TurningPoint Cloud account email and password.



2. Once you login, the TurningPoint Dashboard opens. Let's go over the details of the dashboard next.



- 1. **Select Participants List** - Select your list of participants for your polling presentation here.
- 2. **Polling** - This is the default dashboard tab seen above where you can select a type of polling presentation.
- 3. **Create Content** - This tab organizes and lists the content you've created in TurningPoint, and also serves as a starting point for creating content.
- 4. **Manage Participants and Polling Data** - This tab allows you to create, modify, and import participant lists and manage polling result data.

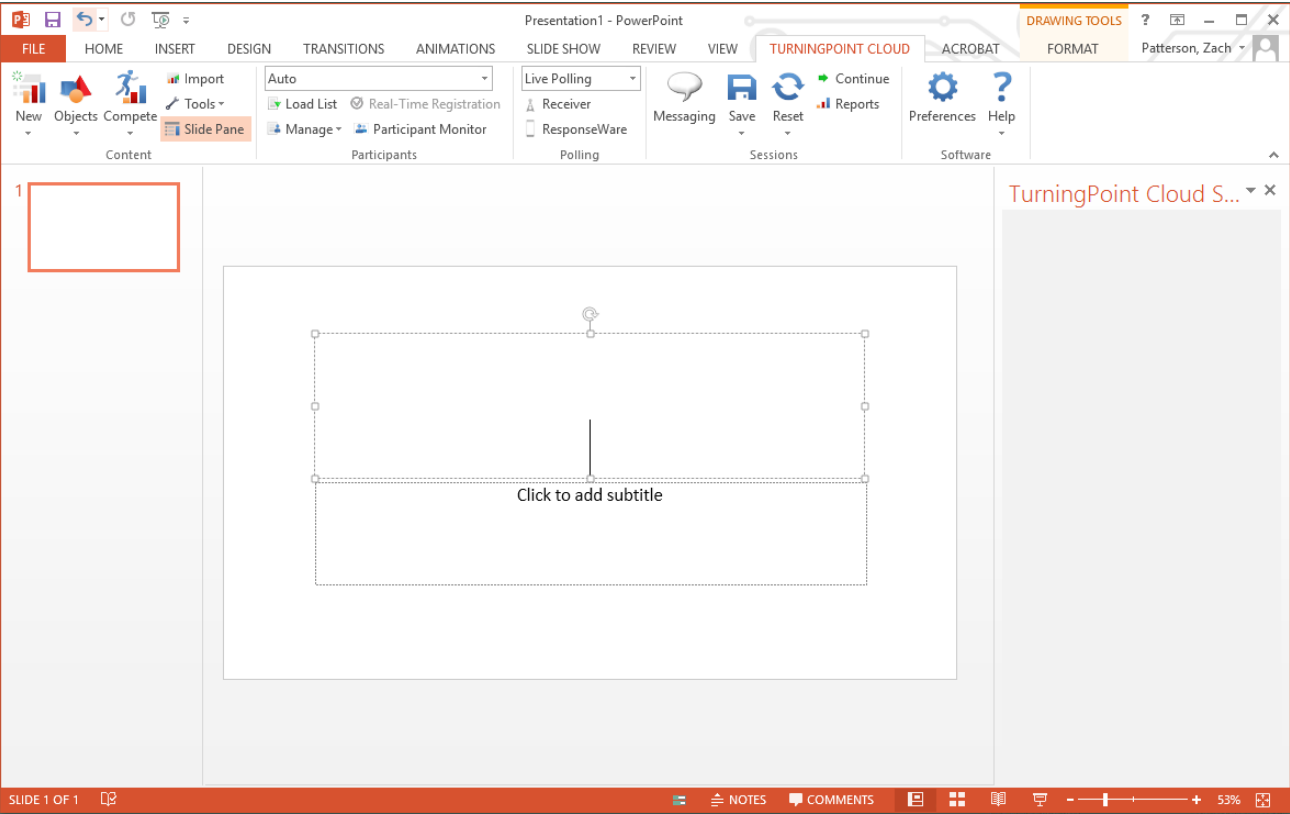
- 5. **Connection Information** - This allows you to manage wireless clicker connections as well as Responseware sessions for students to join.
- 6. **Help** - Developer provided help documentation.
- 7. **Select Content** - Select from a list of content you've created for polling.
- 8. **Polling Environment** - Select how you'd like to present your polling.
- 9. **Preferences** - Modify settings for TurningPoint Cloud.

Powerpoint Polling Quick Start Guide

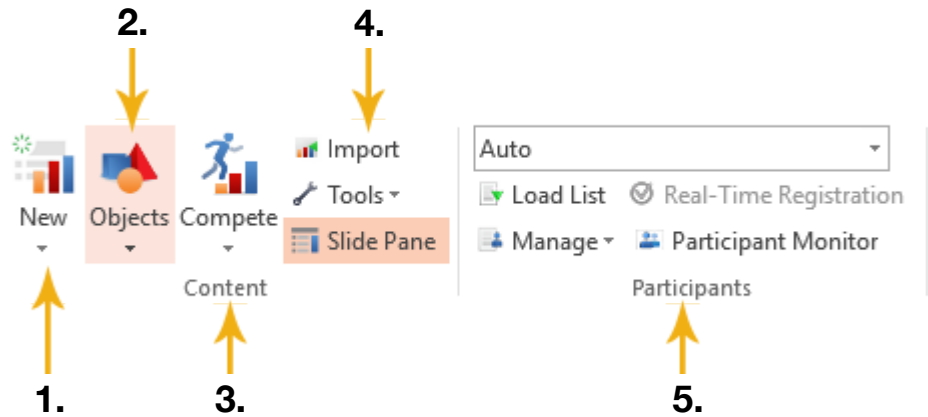
The first and most popular polling type for TurningPoint Cloud can be used to add polling options to a Powerpoint presentation. With the latest Cloud version, you can use a Mac to add polling options to your Powerpoints, making PC and Mac versions functionally identical.

Adding Polling Questions to Powerpoint

- 1. Click on the orange Powerpoint Polling button as seen to the right. This will launch Powerpoint with additional controls needed to add TurningPoint Cloud polling questions to an existing or new Powerpoint presentation. Note that you must have Microsoft Powerpoint installed to do this.
- 2. Powerpoint will launch with a blank presentation, as seen below. At this point you can choose to create a new presentation from scratch, or load an existing Powerpoint presentation you would like to add TurningPoint Cloud polling questions to.



Before proceeding further, let's look over the most important functions of the TurningPoint Cloud Powerpoint ribbon as seen above your Powerpoint window.



- 1. **New** - The new button allows you to add a new polling slide. Polling slides are like a normal Powerpoint slide, but with the ability to prompt students with questions, display a countdown timer for the question, and display results data.
- 2. **Refresh** - Refresh charts and sync any changes to your polling slide contents to the Question Properties pane.
- 3. **Compete** - Assign teams, allow point wagers, and display individual or team point accumulations.
- 4. **Objects** - Insert objects into the polling slide to enhance the experience.
- 5. **Participants** - Here you can create or import participant lists, and monitor your participants.

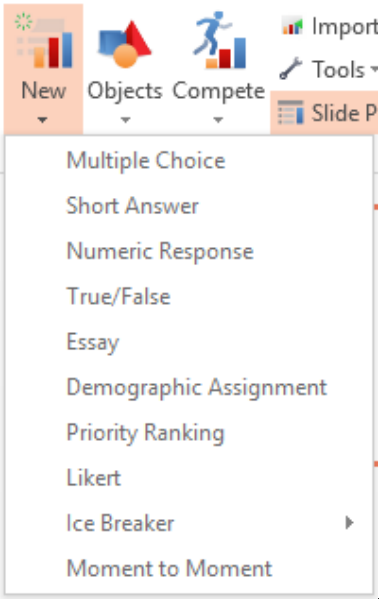


- 6. **ResponseWare** - ResponseWare allows you to start a session for students to join from their computers or smartphones, as well as manage those users.
- 7. **Live Poll / Simulated Poll** - Live Poll is the setting to perform a poll live for a class. Simulated Poll allows you to test your polling slides with simulated answers.
- 8. **Sessions** - The Sessions section allows you to view the Messaging chat client, save the results of your session, reset the session, continue a previously saved session, and view reports.
- 9. **Preferences and Help** - Preferences allows you to changes the settings for TurningPoint Cloud in Powerpoint. Click help for documentation from the developers.

Types of Polling Slide Questions

As seen to the right, there are many options available when polling with TurningPoint Cloud in powerpoint. Because of the standard user interface, creating different types of questions will involve similar interfaces and techniques.

3. Now that you've looked over the TurningPoint Cloud interface, it's time to create a polling slide. For this example, we'll create the most commonly used polling question type, Multiple Choice. Click on the "New" icon, and select "Multiple Choice" to create a new polling slide in your presentation.



Please Note - You have many options available for questions on polling slides. The following chart shows which types of questions work with wireless clickers, which types work with Powerpoint, and describes their use:

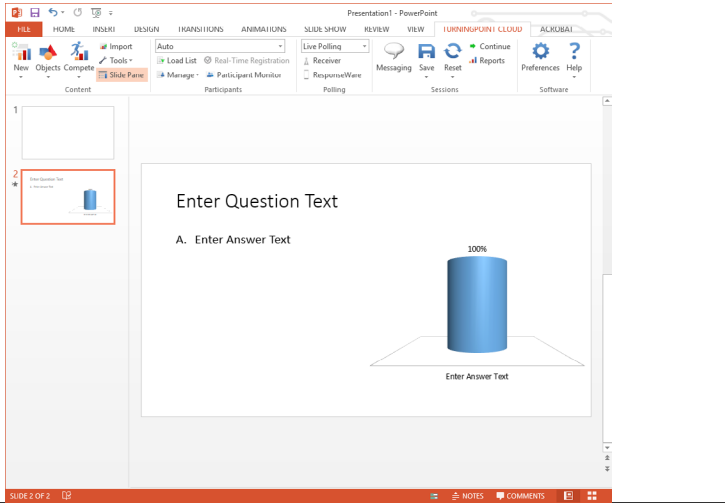
Question Type	Description	Works with Clicker	Works with Powerpoint
Multiple Choice	Multiple choice question	Yes	Yes
Short Answer	Text response up to 160 characters	No	Yes
True/False	True / False response	Yes	Yes
Essay	Text response up to 160 characters	No	Yes
Demographic Assignment	Question with up to 10 answers, can also be used to assign participants to teams for competitions	Yes	Yes
Priority Ranking	Weighted and ranked responses	Yes	Yes
Likert	Used to determine levels of agreement or disagreement	Yes	Yes
Ice Breaker	Analogy or word scramble to get participants involved	No	Yes

Next, let's go over how you'll customize your polling slides.

Setup your Polling Slide

In Powerpoint you'll see a new slide added with some default values and a chart which will appear after polling ends.

4. Replace the default text with the question and answers you wish to poll on this slide. This is done by using Powerpoint like normal. Simply select the text boxes and type what you want to poll. To add more answers, hit Enter at the end of the bottom most question, then hit the Refresh button on the ribbon to finalize.



Setting your Slide Preferences

Note the Slide Preferences window to the right of Powerpoint. This is where you can customize important settings for your polling slide.

1. **Anonymous Polling** - You can set a polling slide to be anonymous, so no data linking students to their answers will be recorded.

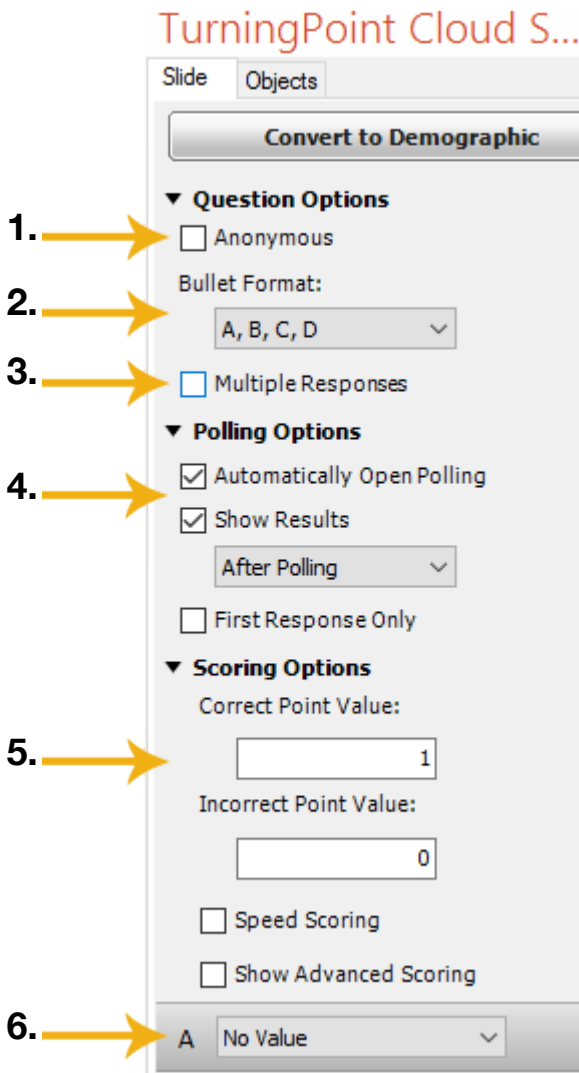
2. **Bullet Formatting** - Choose between different bullet points for your answers, such as ABCD, 1234, etc.

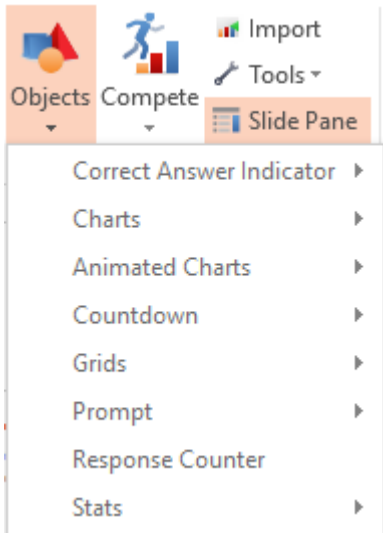
3. **Multiple Responses** - Allow students to have a number of attempts at answering the question. By default, they get one try.

4. **Show Results** - Chose if you wish to show the results of a poll, and when you'd like those results to show up.

5. **Scoring Options** - Set the value for getting the answer correct or incorrect.

6. **Answer Values** - Set which questions are right and wrong here. If you set an answer as right, all other answers will automatically be marked as wrong. If you changed the number of answers from the default 4 and you don't see them listed here, be sure to click Refresh on the ribbon to update the slide preferences window.





Customize your Polling Slide

Once you’ve got your polling slide setup the way you need, you can start customizing it using the options available on the Objects icon on the TurningPoint Cloud ribbon.

Customization is completely optional, and serves only to enhance the experience and engage your students. Objects that you place in a slide can be moved, resized, and generally treated like a normal Powerpoint object like a picture or textbox.

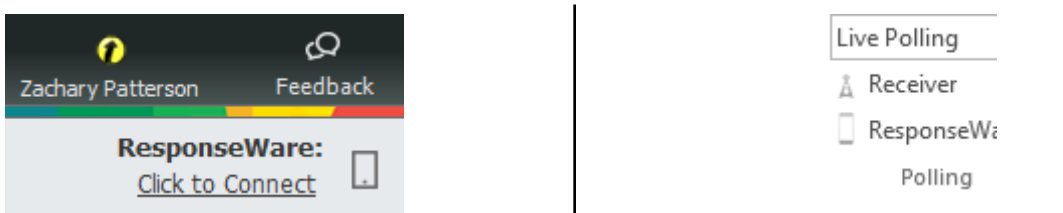
Customization Options Described

- 1. Correct Answer Indicator** - This object will appear after polling ends, showing which answer was correct. When you add it, it will default its location next to the currently selected correct answer, though you can modify the location it will appear. Note that if you haven’t yet selected a correct answer, this object will not appear when chosen. Your options vary only in appearance. Several default indicator images exist, or you can click Custom to select an image file to use.
- 2. Charts** - Charts allows you to change the default bar graph to another chart type. This is a purely cosmetic choice, so pick the chart you like best.
- 3. Countdown** - A countdown object will appear on your slide when polling begins, counting down to zero from a time you specify when creating the object. Once the counter reaches zero, polling ends and students can no longer answer the question.
- 4. Prompt** - A prompt is a simple indicator that polling has begun. If you are using a countdown, a prompt ought to be used to ensure students are aware polling has begun, giving them a chance to answer before time runs out.
- 5. Response Counter** - The response counter shows how many students have answered the current poll, out of the total number of students joined to the session.
- 6. Stats** - Stats objects will appear after polling has ended, giving you statistical information from the polling results. Stats that can be displayed are: mean, median, variance, and standard deviation.

Now that you’ve created a Powerpoint presentation with polling questions, let’s take a look at inviting your students, presenting, polling, and collecting data on the results.

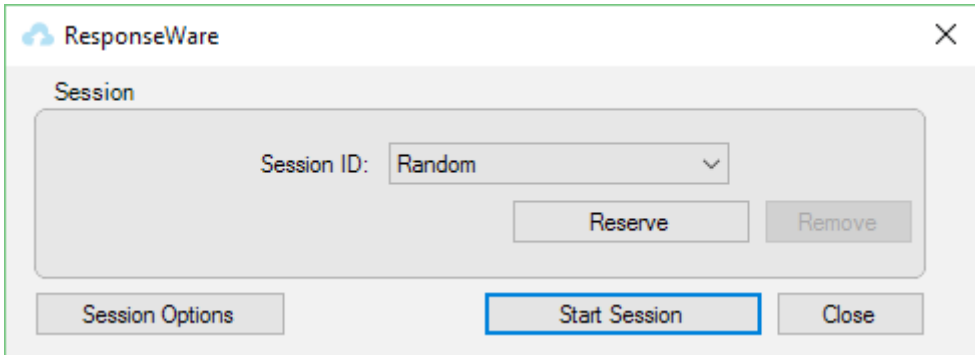
Connecting to Responseware

Responseware is the part of TurningPoint Cloud that allows students to connect to your presentations and respond to polling questions with their PC, Mac, tablet, or smartphone. Starting a Responseware session will give you a session ID, which your students will need in order to connect to the session. There are two ways to start a Responseware session, as seen below:



1A. TurningPoint Cloud Dashboard - If you wish to launch ResponseWare from the dashboard, simply click “Click to Connect” to continue.

12. TurningPoint Powerpoint Ribbon - You can launch a ResponseWare session from inside of Powerpoint by clicking the ResponseWare icon.



2. Start Session and Session Settings - Next you will be prompted to start your session. By default, ResponseWare will select an ID randomly. If you wish to reserve an ID, you may click “Reserve” and enter a session ID. In addition, you can set additional options for your session by clicking “Session Options”.

3. (OPTIONAL) ResponseWare Session Settings:

Participant Session Login Information - These four dropdowns allow you to set certain information as being required from your participants. You may wish to require some participant info for matching polling responses with your participants for data collection purposes.

Participant Messaging - ResponseWare has an integrated chat client, which by default allows participants to message you, the presenter, only. You can also enable messaging between participants, or disable messaging entirely.

Participant Question Display - By default participants will see text, images, and content on their device. You can set their devices to display response buttons only on their devices.

ResponseWare

Session Options

Participant Session Login Information:

First Name:

Optional

Last Name:

Optional

User ID:

Optional

Email:

Optional

Participant Messaging:

☐ Participants may message presenter and all participants

☒ Participants may message presenter only

☐ Disable participant messaging

Participant Question Display:

☒ Display text, images, and content to participants

☐ Display response buttons only

Restore Defaults

Save

Cancel

4. ResponseWare Session Active - Once you click “Start Session”, the following window will open. You’ll want to keep this open for as long as you are using TurningPoint Cloud for polling. Note the Session ID, which your participants will need to join the session. The “Connections:” line will show how many participants have joined the session. When you are ready to end the session, click “End Session”.

ResponseWare

Session Status

Session ID:

614134

Signed in as:

Zachary Patterson

Session Duration:

0:00:24

Connections:

0

Signal Strength:

Stable (ws)

End Session

Close

Running your Powerpoint Polling Presentation

Once you have created a ResponseWare session and your participants are ready, you can start your polling presentation in Powerpoint.

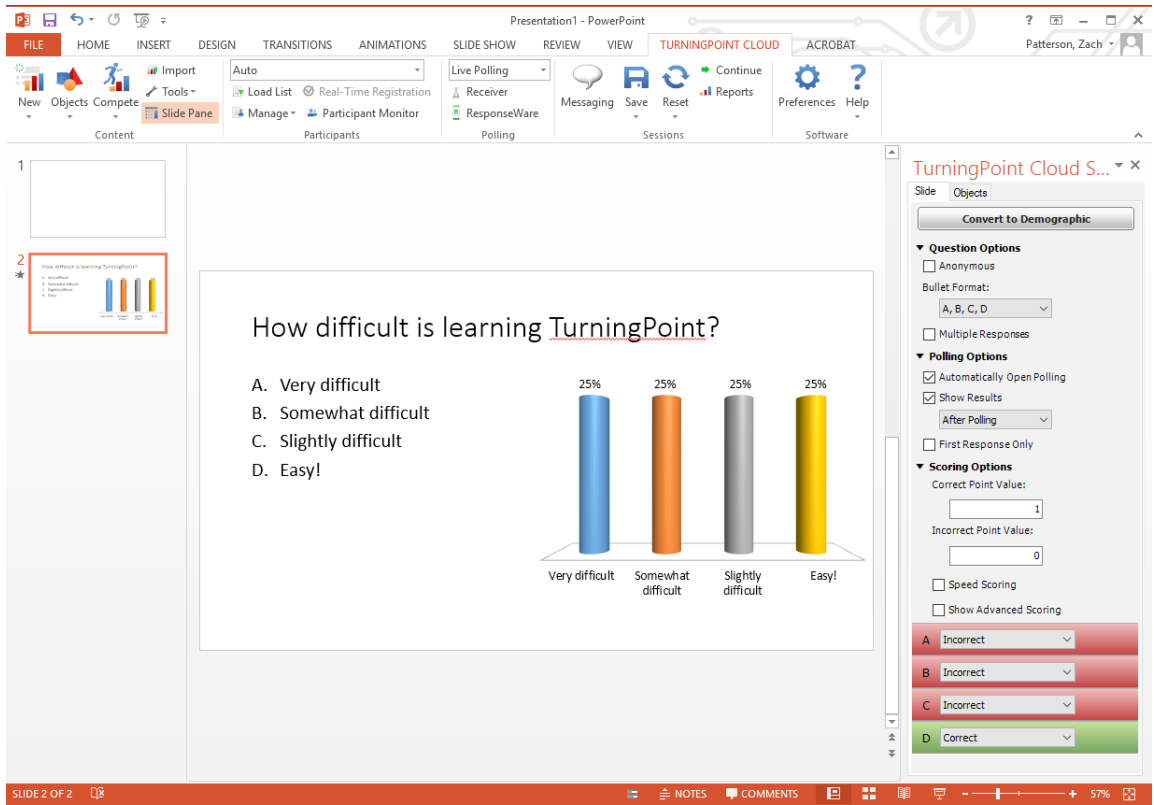
1. If you haven’t already, launch Powerpoint Polling” from the dashboard to launch Powerpoint with the TurningPoint Cloud ribbon. Note you must launch Powerpoint from the TurningPoint Cloud dashboard to have access to polling.

PowerPoint®
Polling

Deliver interactive PowerPoint presentations using seamlessly created PowerPoint slides or imported TurningPoint Cloud question lists.

[Video Tutorial](#)

2. Next, load the Powerpoint you wish to present with polling features. I've created a sample Powerpoint with polling as seen below:



Note: In the screen shot above I have selected the “Simulated Polling” option. Simulated polling is a great way to test your Powerpoint polling presentation ahead of time. When I launch this presentation, TurningPoint Cloud will simulate participant responses. This is great for practicing before a live presentation or testing your question design and layout. Be sure to switch to “Live Poll” before presenting live.

3. To begin the presentation, click on the “From Beginning” icon on the Powerpoint “Slide-show” Ribbon. This will launch the Powerpoint presentation, and open a fullscreen slide-show with a new ribbon called the Showbar. Below you’ll see the presentation and in the upper right hand corner is the Showbar. We’ll go over the Showbar in more detail next.



How difficult is learning TurningPoint?

- A. Very difficult
- B. Somewhat difficult
- C. Slightly difficult
- D. Easy!

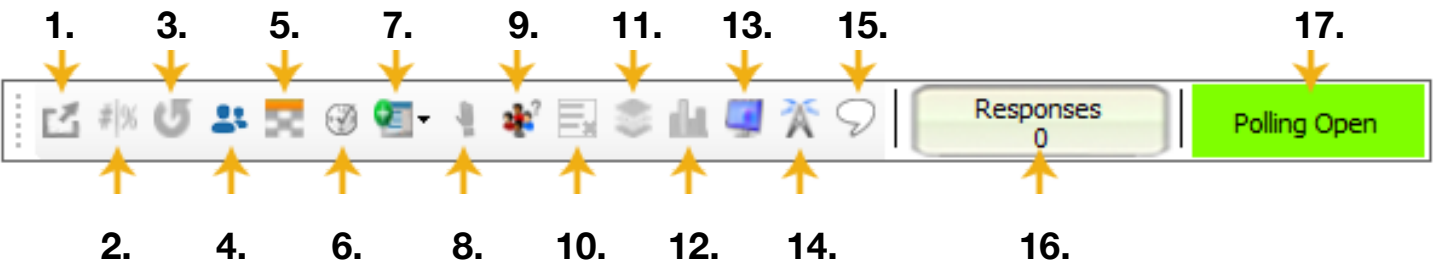
The Showbar in Detail

The showbar has many icons and can be used for many tasks while running a polling presentation. While it may look complicated, don't worry. Most of the icons are entirely optional, informational, or used rarely. For simplicity's sake the descriptions will be listed according to their importance for running a presentation.

Most Important Showbar Features:

- 3. **Re-poll Question** - Quickly reset a polling question to poll your participants again.
- 7. **Insert New Question** - Add a new polling slide during your presentation.
- 9. **Set Anonymous** - Set your participants' responses to be anonymous.

- 16. **Responses** - Shows running total of responses to a polling question, not interactive.
- 17. **Polling Status** - Shows if polling is closed or open, not interactive.



Other Showbar Features:

- 1. **Minimize Showbar** - Click this icon to hide the showbar to free up screen space.
- 2. **Toggle Response Count** - Disable the visible counter that shows how many participants have responded.
- 4. **Response Display** - Opens a window showing each participant's name and their response to the polling question.
- 5. **Show/Hide Response Grid** - View a visual representation of your participants' responses.
- 6. **Countdown Timer** - If you wish to wrap up a polling question, you can click this icon to create a countdown timer to end the poll.

- 8. **Attendance** - Opens a poll for participants to check in for attendance taking.
- 10. **Delete Last Question** - Deletes last question.
- 11. **Data Slice** - Review questions and answers, as well as participant groups, if used.
- 12. **View Original Chart** - After using the Toggle Response Count or Data Slice, returns the chart to its original appearance.
- 12. **Display Participant Monitor** - Detailed stats on participant responses, poll results.
- 14. **Connection Info** - Check connection quality for wireless clickers.
- 15. **Messenger** - View messages sent to you from participants, if enabled.

Running your Powerpoint Polling Presentation - Continued

Now that you’ve created a Powerpoint polling presentation, started a ResponseWare session, and familiarized yourself with the Showbar, you are ready to perform a live polling presentation. You’ll perform the following steps to poll for a slide, end the polling, and continue onward in your presentation.

Powerpoint Polling Cycle:

1. Powerpoint Polling on PC is very simple. When you click through your Powerpoint presentation, a polling slide will begin polling automatically. To end polling, continue the presentaiton just like a normal Powerpoint presentation by clicking, hitting the space bar, etc.

Note: By default polling ends when you click the click through to the next slide. If you add a countdown timer to a poll, polling will end automatically at the end of the time set. If you wish to set a countdown timer during a live poll, simply click the “Countdown Timer” icon to start a 30 second countdown to end the poll.

Final Steps

Ending Your Presentation

When you reach the end of your presentation, you can end the slideshow and return to Powerpoint like normal. That last thing to consider is: do you want to save response data from your polling presentation? If you want to save the results of your presentation for later reference, simply click the “Save” icon on the TurningPoint Cloud Ribbon.

Resume a Presentation

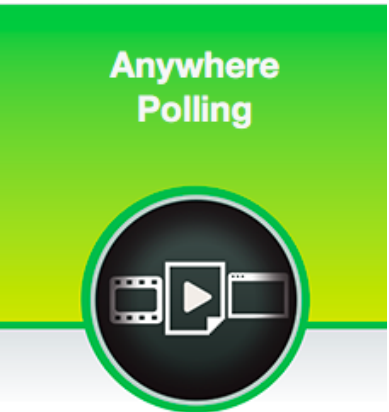
If you wish to continue a presentation at another time from where you left off, close the slideshow and click the “Save” icon on the ribbon. Next time you load your presentation, click the “Continue” icon and load your previously saved session to resume where you left off with your polling data intact.

TurningPoint Anywhere Polling Quickstart

Anywhere Polling is another polling method that is great if you wish to perform polling outside of a Powerpoint presentation. This method is great for quick and rapid polling, or polling on top of a web browser or other software. Creating polling questions for Anywhere Polling is slightly different from the Powerpoint poll method, but any polling questions you create this way can be saved and imported into a Powerpoint presentation.

Creating an Anywhere Polling Question List

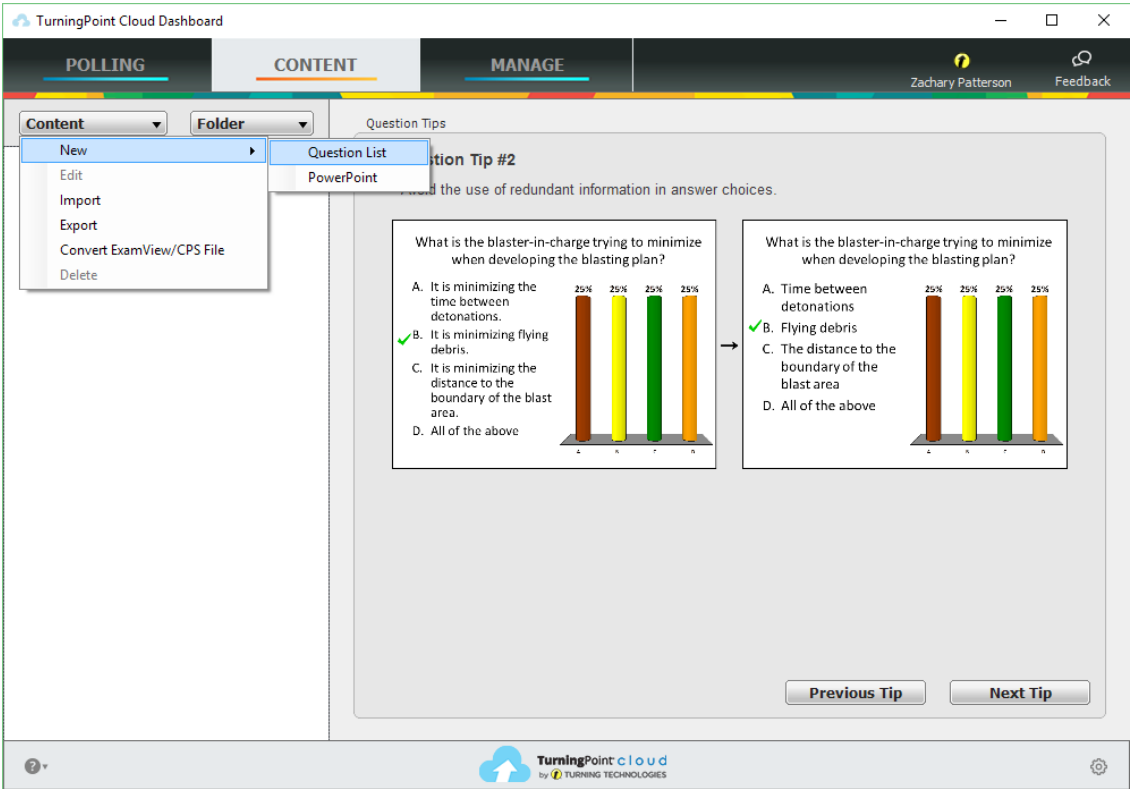
1. Before you can launch an Anywhere Polling presentation, you must create a question list. To get started, open up the TurningPoint Cloud dashboard and click the “Content” tab at the top. This will load a list of all question lists you’ve created.



Poll over top of web pages, videos, documents or any application using a floating, interactive toolbar that controls key functions.

[Video Tutorial](#)

2. To create a question list click the “Content” dropdown, go to “New” and click “Question List”.



3. Name your question list and write a description for your organizational purposes if you wish. When you're ready to start working, click "Save". If you'd like to customize your question list now, click on the "Preferences" dropdown.

Question List Wizard

Information

General

Name: my first question list

Description: let's create our first question list!

Use Preset: None

Date: 5/9/2016

► Preferences

Save Cancel

Note: Many options for your question list are available under the "Preferences" dropdown. These options are not required and can be edited earlier, but can save you time by setting rules ahead of time. You can even save the options you set under "Preferences" for later by clicking "Save as a Preset". You can then load that Preset by clicking the "User Preset" dropdown and selecting the Preset you wish to use. See below for details about your Preferences options.

▼ Preferences

Content

Total Questions: 1

Number of Answers: 4

Question Type: Multiple Choice

Correct Point Value: 1

Bullet Format: A, B, C, D

Incorrect Point Value: 0

Question Font: Verdana

Question Font Size: 12

Answer Font: Verdana

Answer Font Size: 12

Polling

Save As Preset Save Cancel

Content Preferences allow you to quickly create blank questions ahead of time of one type- this is useful if you're doing a simple series of one type of question. Additional questions and question types can be added later. The remaining options here are font and font size related settings.

Polling

☒ Show Results

☐ Use Countdown Timers

☐ Use Correct Answer Indicators

☐ Show Response Grid

30 Seconds

Table

Save As Preset Save Cancel

Polling Preferences allow you to set polling options for all slides ahead of time. You can add a count-down, response grid, correct answer indicators, and results.

4. Once you're satisfied with your Preferences, click "Save" to continue. TurningPoint Cloud will load the question list creator, which is where you will add, remove, and modify questions for your Anywhere Polling or Powerpoint Polling presentations.

TurningPoint Cloud Dashboard

POLLING CONTENT MANAGE

Zachary Patterson Feedback

Question Version Print Save

my first question list

1. Enter question te... Multiple Choice 4 Choices Correct Answer(s)...

Question Options

Polling Options

Scoring Options

Standards Save and Close Cancel

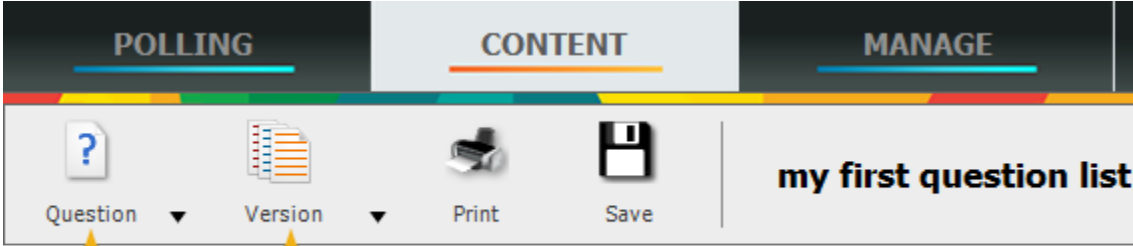
TurningPoint cloud by TURNING TECHNOLOGIES

TurningPoint Cloud Content Creator in Detail

Let’s examine the Content Creator in more detail.

1. Question - This dropdown menu allows you to add, delete, duplicate, or import questions into your question list. In addition, you can update the general preferences for the whole list.

2. Version - TurningPoint Cloud can accommodate multiple versions of a question list. A master list is generated which allows for quick editing that is reflected in all versions of the question list. You can create new version using this dropdown menu.



1. Enter question te...	Multiple Choice	4 Choices	Correct Answer(s)...	
2. Enter question te...	Short Answer			
3. Enter question te...	Numeric Response	Value :	Min : Max :	
4. Enter question te...	True / False	<input type="radio"/> True <input type="radio"/> False <input checked="" type="radio"/> No Correct		
5. Enter question te...	Matching	2 Matches	4 Choices A; A	
6. Enter question te...	Essay			
7. Enter question te...	Demographic Assigr	4 Choices		
8. Enter question te...	Priority Ranking	4 Choices	3 Responses	

3. Question Text - This is the question itself, and can be edited by double clicking here.

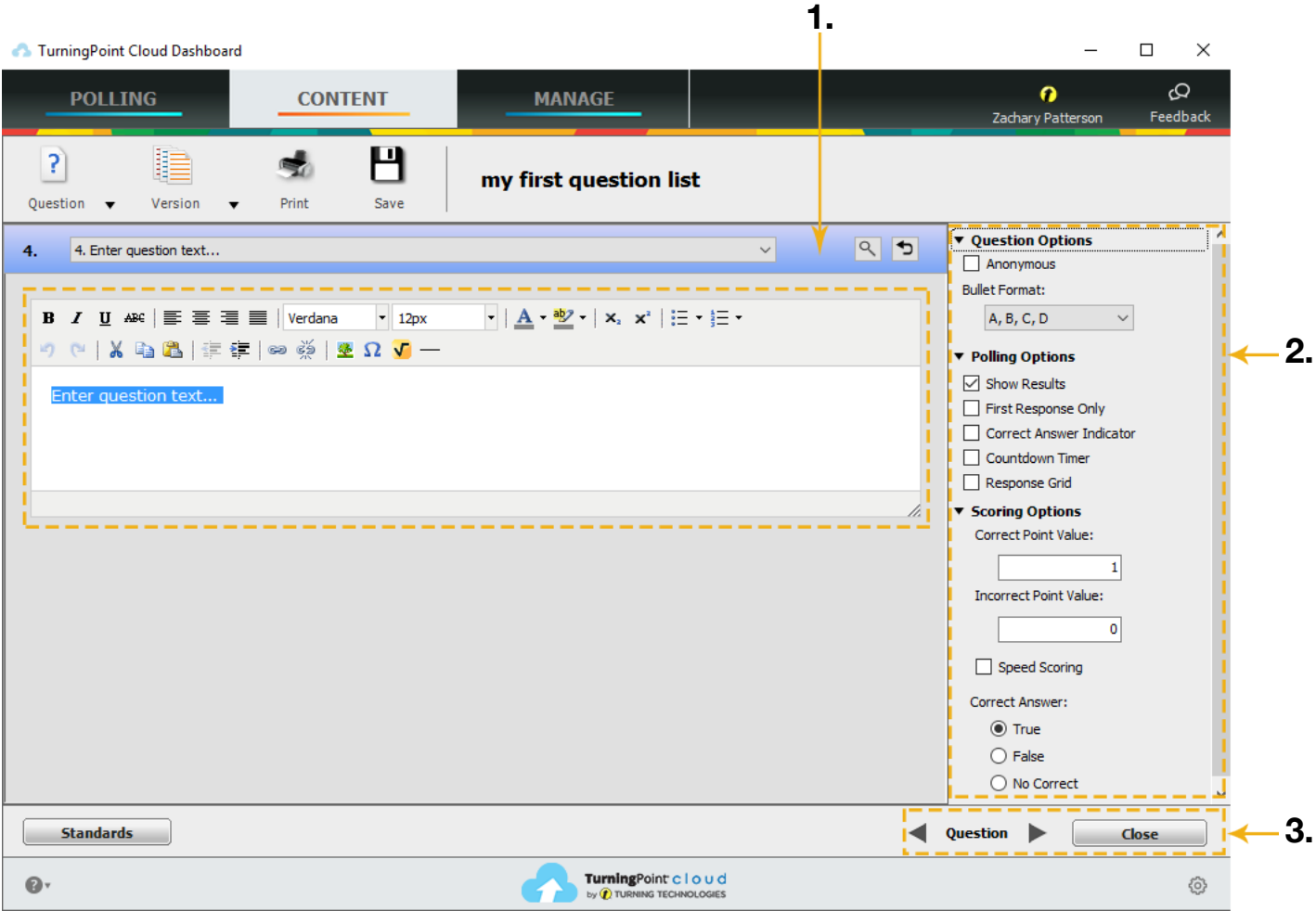
4. Question Type - Change the type of question on the fly. All 8 question types are listed above here.

5. Question Options - This section is a context sensitive set of options for the question type selected.

6. Edit Icon - Click here to edit the question in more detail.

Creating Your Polling Questions

Now that you’ve familiarized yourself with the question list creator, you are ready to create your questions. For this example, we’ll show the True and False question type. To continue, click the “Edit” icon, as seen to the right, to your question to continue. This will bring you to the Question Editor. Let’s examine it in more detail.



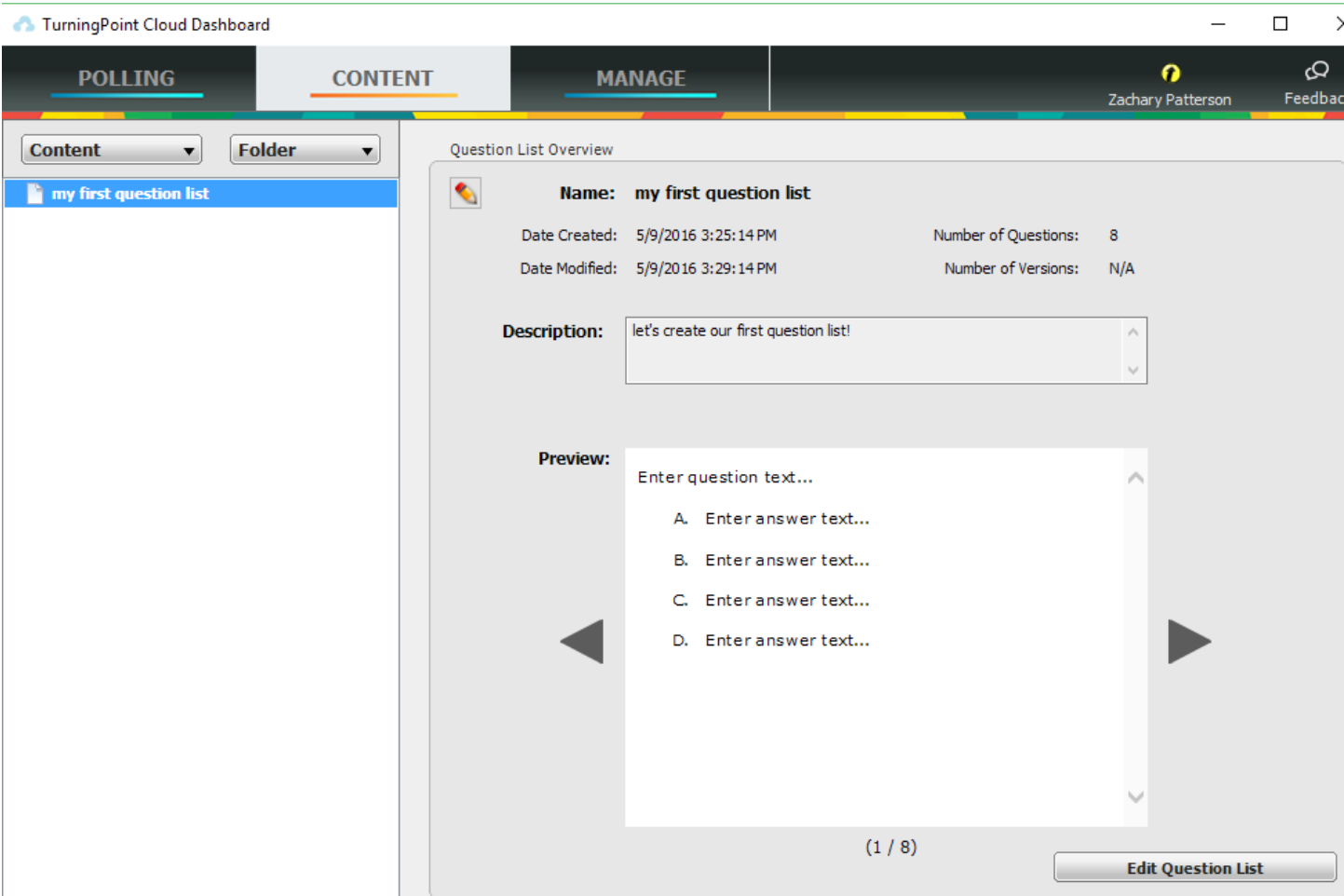
1. Question Text - In this area you can enter your question text and modify the text to look the way you want. Think of it like a tiny text editor with font, font size, and other options.

2. Question Options - Here are the options for the question itself. This panel will vary based on the type of question you’re editing. In this example I’ve selected the correct answer as True, with a point value of 1 for a correct answer.

3. Navigation - From here you can click the < and > arrows to go between questions in your list, or click “Close” to return to the Question List Creator screen when you’re done editing questions.

Completing Your Question List

5. Now that you’ve created and edited your question list, you can save your list from the Question List Creator screen by clicking the “Save” icon, or by clicking “Save and Close” which will save your list and return you to the “Content” tab of the TurningPoint Cloud dashboard. Once saved, your Question List is ready to be used.

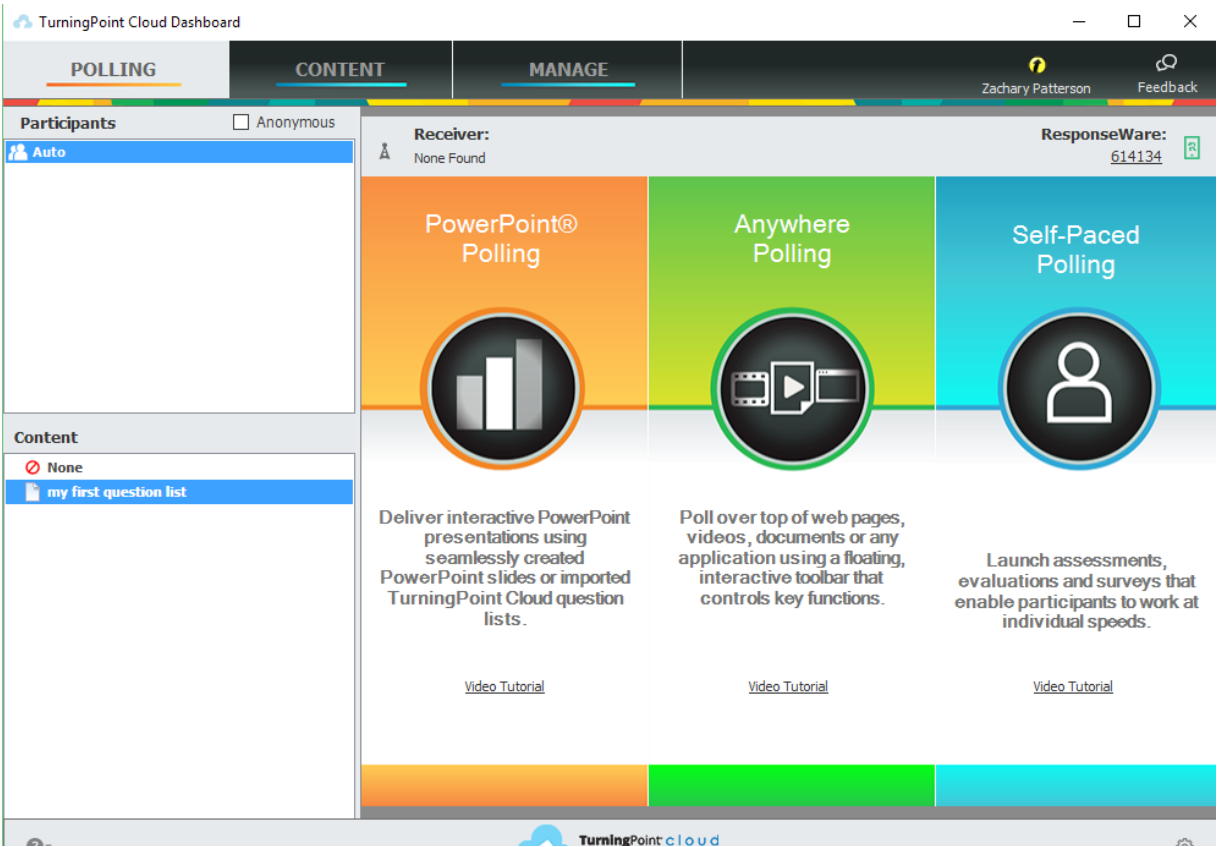


From here in the “Content” tab, you can see your newly created question list, view more detail about any lists you’ve created, and return to editing the list. Keep in mind that TurningPoint is now in the Cloud, so your question lists will appear wherever you login with your account.

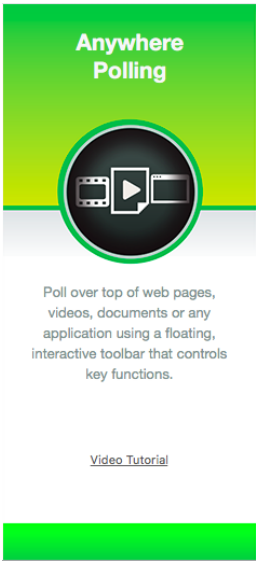
The next and final step will be to present an Anywhere Polling presentation, using the list I’ve just created.

Presenting a Question List with Anywhere Polling

1. With your question list created, you can begin an Anywhere Polling presentation. With the TurningPoint Cloud dashboard open, click the “Polling” tab. Next, select the name of the Question List you wish to load under the “Content” section on the left side of the dashboard. Finally, click on “Click here to Connect” under “Responseware” and have your participants join the session ID provided.



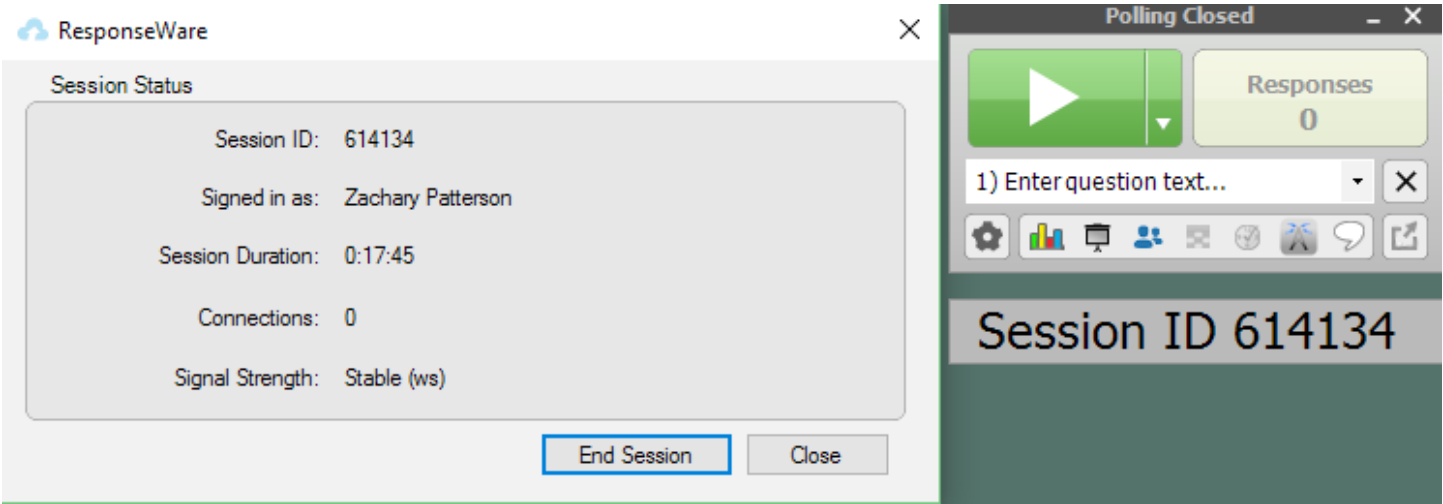
2. Finally, to launch the Anywhere Polling presentation click the green “Anywhere Polling” icon on the dashboard to launch the presentation.



Running the Poll Anywhere Presentation

Once the Poll Anywhere presentation launches, you'll see three windows. The larger ResponseWare window shows your Responseware session info, and can be minimized. The Connection Info window shows the Session ID that your participants need to join the session and be polled.

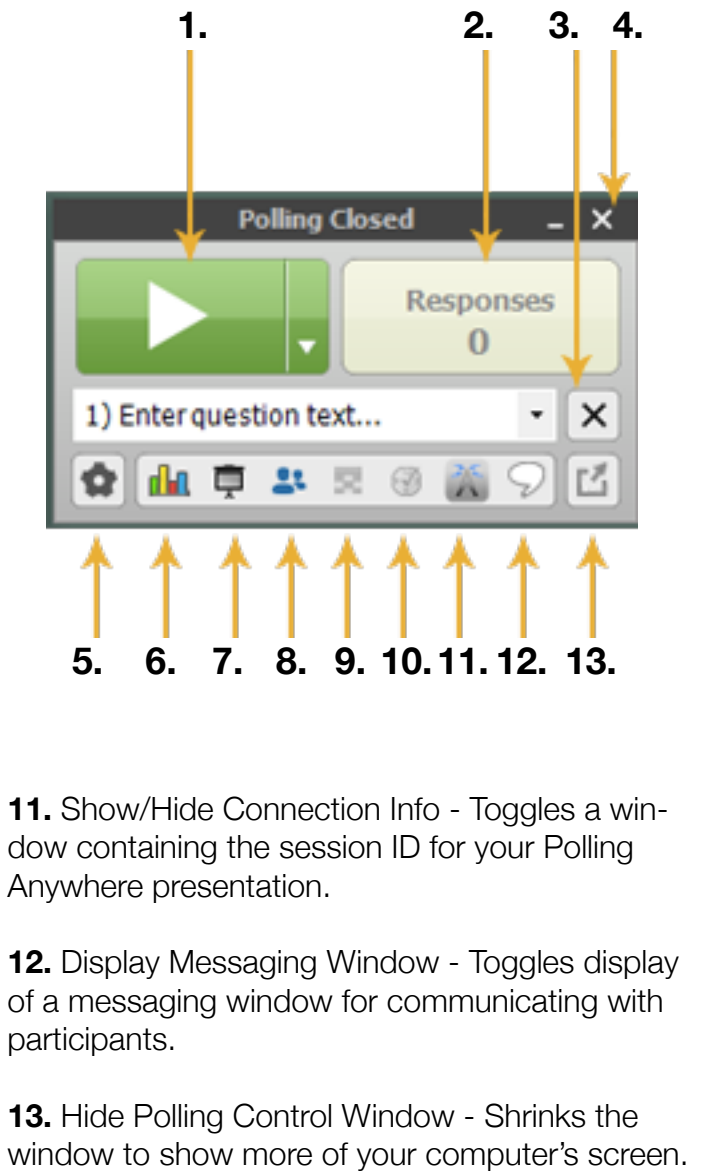
The most important window will show up as "Polling Closed". By default polling is not active at start. At this point you can open a web browser, computer program, or anything else you'd like to poll over.



The Anywhere Polling Presentation in Detail

The Anywhere Polling Presentation controller window is smaller and packed with icons, but contains essentially the same content as the Powerpoint Ribbon discussed before.

- 1.** Start / Stop Polling - Toggles polling on or off. The second segment with the downward arrow opens a dropdown menu that allows you to add new questions or modify an existing question.
- 2.** Responses - Displays the number of participant responses to a question being polled.
- 3.** Hide Question List - Hides question list.
- 4.** Quit - Exits the Anywhere Polling presentation.
- 5.** Options - Dropdown menu containing more options for the presentation, such as importing previously saved sessions or marking a question as anonymous.
- 6.** Show/Hide Chart - Toggles a chart displaying participant responses.
- 7.** Show/Hide Presentation - Toggles the window containing your polling question that is currently being polled.
- 8.** Show/Hide Response Display - Toggles a window containing detailed participant and response data.
- 9.** Show/Hide Response Grid - Toggles a window containing a simple visual representation of participant responses.
- 10.** Show/Hide Countdown Timer - Toggles a window showing a countdown timer for a given question being polled.



- 11.** Show/Hide Connection Info - Toggles a window containing the session ID for your Polling Anywhere presentation.
- 12.** Display Messaging Window - Toggles display of a messaging window for communicating with participants.
- 13.** Hide Polling Control Window - Shrinks the window to show more of your computer's screen.

Running the Anywhere Polling Presentation

Running the Anywhere Polling presentation to completion is a simple process. Once you're ready to begin, simply repeat the following steps until you're done with the presentation:

- 1. Click the green "Start Polling" button. Your first question will be displayed. If a countdown timer is enabled, it will begin counting down and end polling automatically.
- 2. If no countdown timer is set for the question, you'll need to end polling yourself by clicking the green "Stop Polling" button.
- 3. Repeat - Each time you click "Stop Polling" or the question's polling timer ends, the next question will be selected and you can repeat from step 1 until completion.



Additional TurningPoint Cloud Features

Presenting Powerpoint Polling and Anywhere Polling presentations and creating Polling Question Lists makes up the majority of TurningPoint Cloud's features. Using what you've learned, there are some additional tools you may wish to use.

The rest of the guide is dedicated to importing polling questions and data, and generating reports.

Importing Questions

Questions can be imported into TurningPoint from TurningPoint session data or from a Word document. Note only text questions can be imported into TurningPoint. Images are stripped from imported questions.

Importing Questions from Session Data

Session data, the responses gathered from the participants, is generated when you give a TurningPoint presentation. If you have existing session data, you can use that data to import questions from a previous presentation into TurningPoint. You can manually save this data at the end of a presentation using the "Save" option.

To Import Answers from TurningPoint Session Data:

- 1. Make sure you are in the Content tab of the Dashboard.
- 2. Click the "Content" dropdown.
- 3. From the dropdown menu select Import.
- 4. In the dialog box, browse to where your session data is stored. Session data typically has the extension .tpqx
- 5. Select the session that has the questions you want to import.
- 6. Click the Open button.
- 7. Click OK to confirm the import process.
- 8. The questions now appear in your Question List.
- 9. You can now edit the Question List like normal.

Importing Questions from a Microsoft Word Document

Formatting a Word Document for Import

TurningPoint allows you to import a Word document into your presentation, creating interactive slides from each individual question. Keep in mind this method is limited to multiple choice questions only, and is ideal only in situations where you don't have access to TurningPoint Cloud while creating question lists. The easiest and most effective way to create question lists is detailed in previous sections.

Follow these steps to format your Word document so that it can be imported:

1. Open the document in Microsoft Word.
2. Remove all question numbers from the questions and bullets from the answer choices.
3. Format all questions as Heading 1.
4. Format all answers as Heading 2.
5. Save and close the document.

Note: Turn on the Show/Hide Show/Hide Icon in Word option in Word to detect any unnecessary spacing. Delete all extra spaces to ensure a successful import.

Importing the Word Document into TurningPoint

1. Open TurningPoint and select the Content tab.
2. Click the Content drop-down menu, mouse over New and select Question List.
3. Name and save the question list.
4. Click the Question icon and select Import.
5. Browse to the saved Word document and click Open.
6. Select the questions to import.
7. The questions appear in the Question List Editor.
8. Click Save and Close.

Exporting a Participant Report

The participant report contains detailed session data for each participant.

1. Open TurningPoint Cloud and sign in to your Turning Account.
2. From the Manage tab, select a participant list and click Results Manager.
3. Click and select Participant.
4. The Participant Report window opens.
5. Results Manager - Participant Report Window
6. Set the Participant Information to be included in the report by selecting an option in the Participant Information drop-down menu.
 - Name Only- Only the participant's name is displayed.
 - Include All- The participant's name, devices, demographics and User ID are displayed.
7. Set the Session Details to be included in the report by selecting an option in the Session Details drop-down menu.
 - Date and Name - Displays the session date and name.
 - Date Only - Displays only the session date.
 - Name Only - Displays only the session name.
8. Check the options to be included.
 - Performance Points - Adds a performance points column to the participant report. This displays the number of performance points earned for each session.
 - Attendance Points - Adds an attendance points column to the participant report. This displays the number of attendance points earned for each session.
 - Benchmark - Displays the benchmark for the participant for all sessions in the report.
 - Performance Scale - Displays the participant's letter grade based upon the set performance scale for the participant list.
9. Select which participants to include in the report. All participants or individual participants can be selected from the Print Options drop-down menu.
10. The report is now ready to be printed or saved. A print preview option is also available.
 - a. Click Save to save the report as a CSV file.
 - b. Click Preview to display a print preview of the report or to save the report as a PDF file. A print option is available from the preview screen.
 - c. Click Print to print the report.