

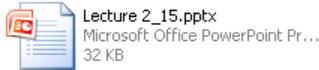
Daily Checklist: Using PowerPoint and TurningPoint



Before Class:

Open TurningPoint. Next open your PPT file:

1. First, double click the TurningPoint icon on the desktop.
2. Next, open your PowerPoint file.



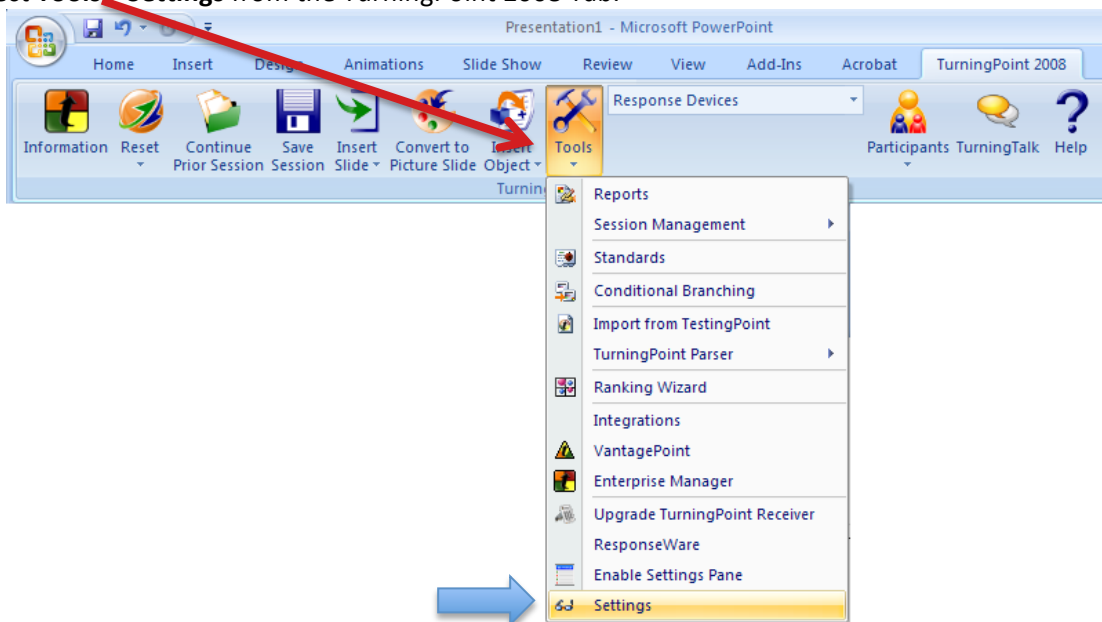
Poll a generic question (NOTE: This only works if you use a participant list)

1. Poll any question and Select F7 (on the keyboard).
2. A grid of student responses will display as follows. Students can verify that their clicker ID is being received.

Eric Adams	Courtney Andrews	Theresa Bauerschmidt	Valerie Beham	Stephanie Bornhorst	Julie Carlsen
Lisa Carson	Stephen Caronia	Paulene Cefus	Jullianne Clement	Brenda Coon	Christopher Craig
Kelly Daniels	Andrew Desantis	Eric Diehl	Brent Dougherty	Tishara Esposito	Sarah Flood
Kimberly Fotis	Whitney Freimark	Alex Garwick	Dale Gorscak	Douglas Gorton	Emily Hagen
Richard Hans	Robert Hargus	Melissa Holtzma	Colin Hollern	Andrew Housley	Karen Hulett
Stephen Kernick	Kathryn Kirkendall	Charity Klein	Linda Kovar	Anne Kovachi	Michael Leachman
William Lehr	George Leetka	Rachel Longstreth	Cory Luzenski	Jeffery McKay	Patrick Meadows
Ryan Millman	Shawn Moss	Liza Mousoulas	Nicholas Myers	Samuel Noyes	Matthew Parker

Run a Polling Test (to check that the system is working)

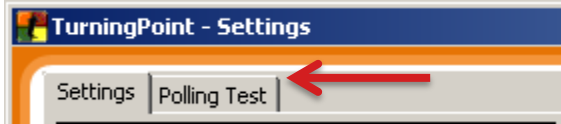
1. Select your course as the **Participants list**. For example: BIOS 112, GEOL101. If you select **Auto** or **None**, you won't know how individual students answered
2. Select **Tools / Settings** from the TurningPoint 2008 Tab.



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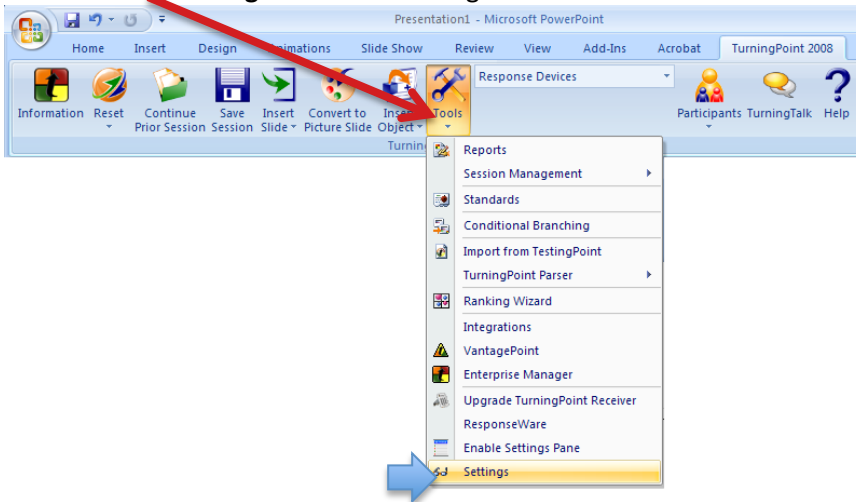
3. Select the **Polling test** tab from the Settings **Settings** window.



4. Click the **Start Test** button on the right-hand side, near the bottom of the window)
5. Ask students to click any button on their clickers. Their responses will display in the window. If not ... verify settings to make sure they are correct.

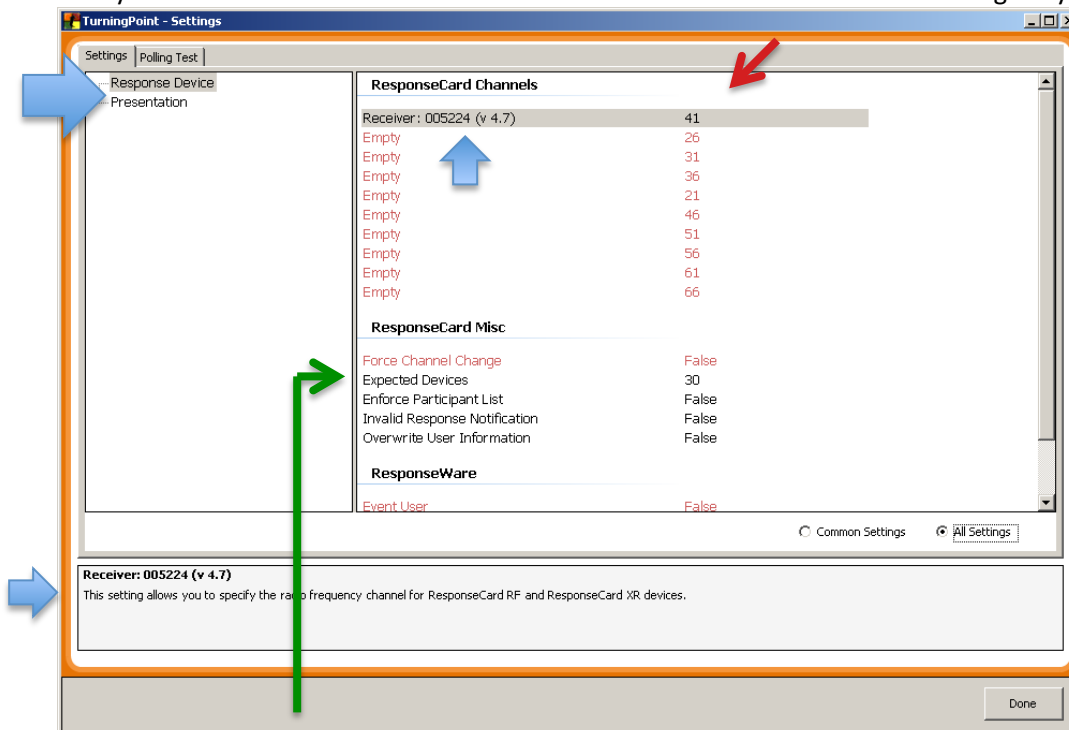
Make sure Settings are correct:

1. Select **Tools / Settings** from the TurningPoint 2008 Tab.



2. Select Response Device in the Settings window (below).

Verify that a **Receiver** is installed and that it is set to the **correct channel** setting for your class.



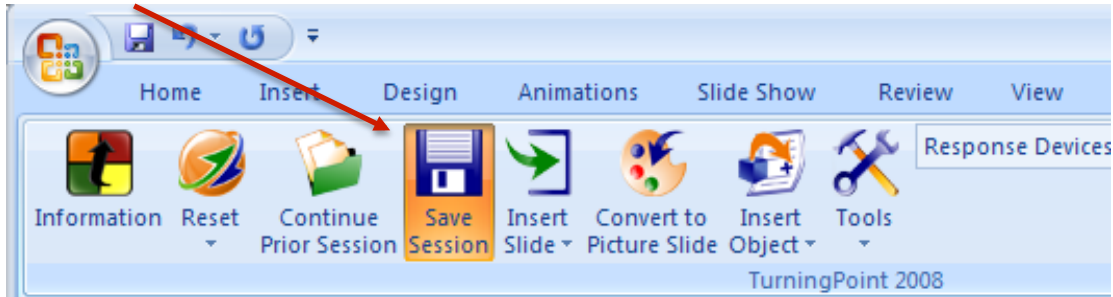
and that the **Expected Devices** is at least as large as your audience size.



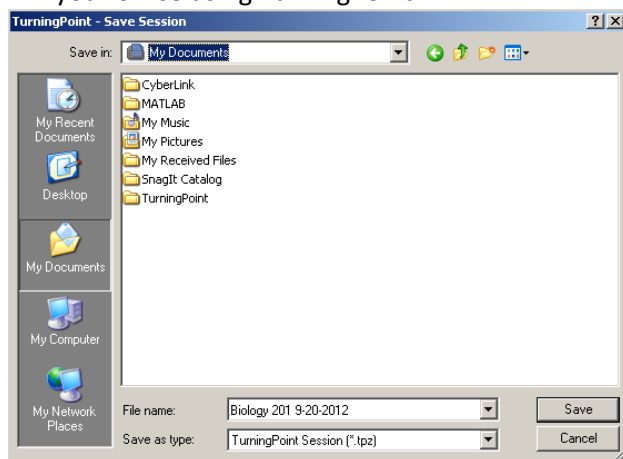
After Class:

Save your Session data:

1. Make a habit of saving your session data to a USB drive to take back to your office.
2. Click on the **Save...** icon



3. Choose where you want to save your session file. DO NOT depend on saving your session data to the classroom computer. Anyone can erase this file.
4. Name your file so that you will remember it.
5. Your **Session** is saved as a .tpz file that can be opened in TurningPoint. Use this file to generate reports back in your office using TurningPoint.



Save your Participant list: (Whenever you update it)

1. Save a back-up of your Participant List to keep on your office computer.
2. Click on the **Tools** button and select **Turning Reports**.
3. Choose: **Extract Participant List** and click the **Next** button.
4. Choose your session file and click the **Extract Participant List** button.
5. Click the **Finish** button.
6. You can add or delete students to this participant list in your office using TurningPoint.

or

1. Open this folder: **My Documents \ TurningPoint \ Participants**
2. Locate your **Participant list** – this file ends with the extension **.tpl**
3. Drag the appropriate **.tpl** file to your USB drive to take back to your office.
4. If you update the **Participant list** in your office, you must put an updated **Participant list** back on the classroom computer you will present from.