Audience Response System
TurningPoint 2008 and MS Office 2007
C l i c k e r s   I n   T h e   C l a s s r o o m

I. Set up the TurningPoint software on your BCC and/or home computer

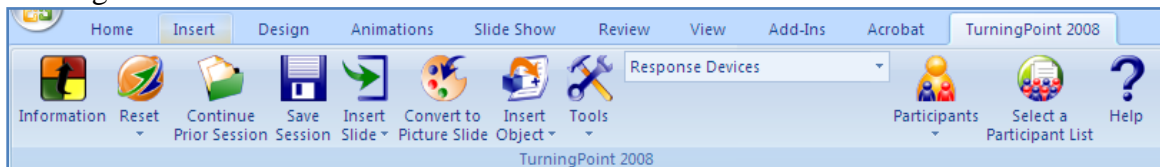In order to create TurningPoint slides, you must have the TurningPoint software on your computer.

On Your Home Computer: If you are creating slides on your home computer, you can download the software for free from the Turningtechnologies. Follow the on-screen instructions to install the software. After the complete install there will be an icon on your desktop.

On Your Campus Computer: To create slides from your BCC computer you must ask the Help Desk to install TurningPoint. You can contact them by phone 201.447.7109, option 1 or by email to helpdesk@bergen.edu.

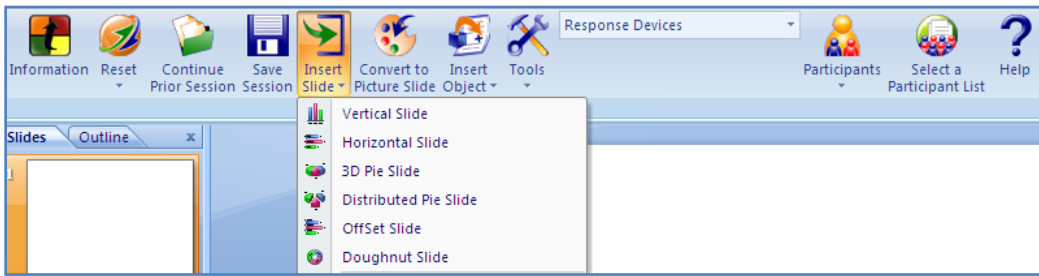Test It: Once you have TurningPoint installed, click on the TurniningPoint icon on the desktop.

In MS PowerPoint 2007 click TurningPoint 2008 from the menu bar to display the TurningPoint tool bar.

II. Prepare your presentation using the TurningPoint software.

Follow these instructions to create a simple slideshow including questions created in TurningPoint:

1. Open an existing or new PowerPoint presentation by clicking on the **TurningPoint** icon from your desktop or list of programs
2. Go to the place in your PowerPoint presentation where you want to insert a question slide.
3. From the TurningPoint toolbar, select the **Insert Slide** menu to display the list of pre-defined slides.

Note: There are two dropdown menus for inserting slides when you're in TurningPoint: One is the **Insert** dropdown menu from PowerPoint. For a clicker slide, you need to use the **Insert Slide** option on the TurningPoint toolbar.
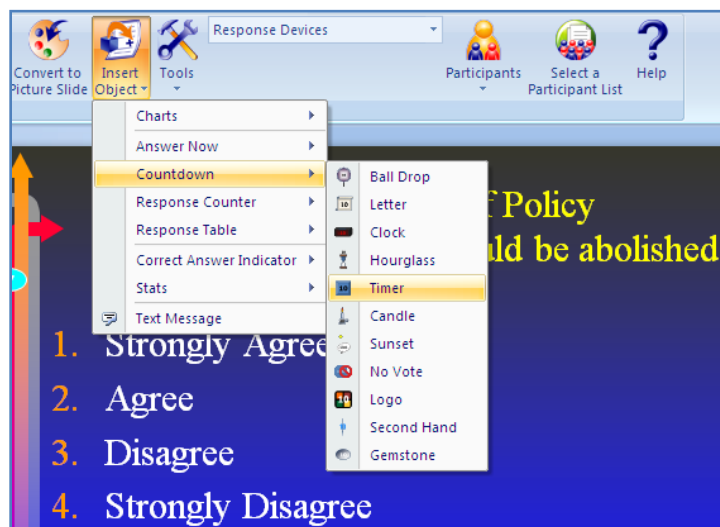
4. Highlight and select the **Vertical Slide** (or other type) option. TurningPoint inserts a Vertical Slide that contains a question region, an answer region, and a vertical bar chart.
5. Select the region labeled **Enter question text...** and type in a question.
6. Select the region labeled **Enter answer text...** and type in the answers.
7. Repeat steps 2 to 6 to insert additional question slides.
8. Save your file before exiting TurningPoint.

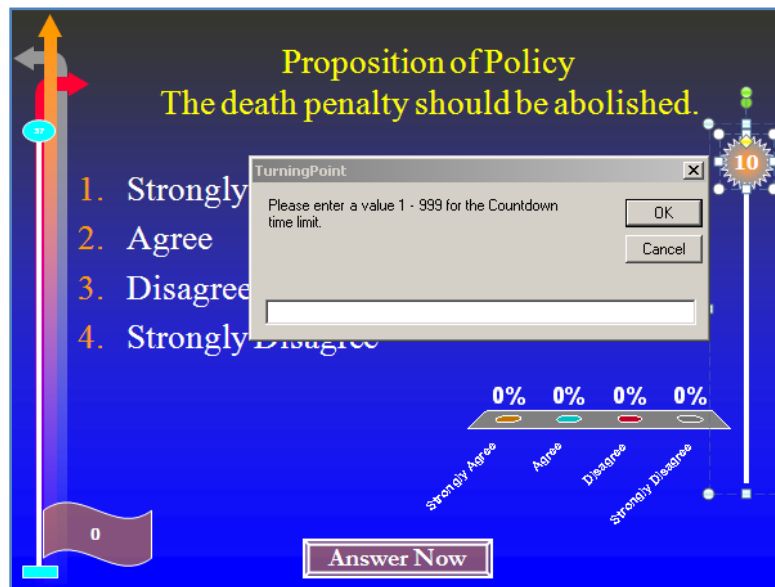Note: To add a new slide that is NOT a question slide, use the **Insert** (New Slide) drop-down menu from PowerPoint.

Add a Countdown icon to a question

One way to control the amount of time students have to respond to a question is to insert a Countdown icon to a question slide:

1. Go to the slide where you want to add the Countdown icon.
2. Click **Insert Object** from the TurningPoint toolbar.
3. Select **Countdown** from the dropdown menu along with the icon you want the students to see. *The slide should now show a countdown icon.*
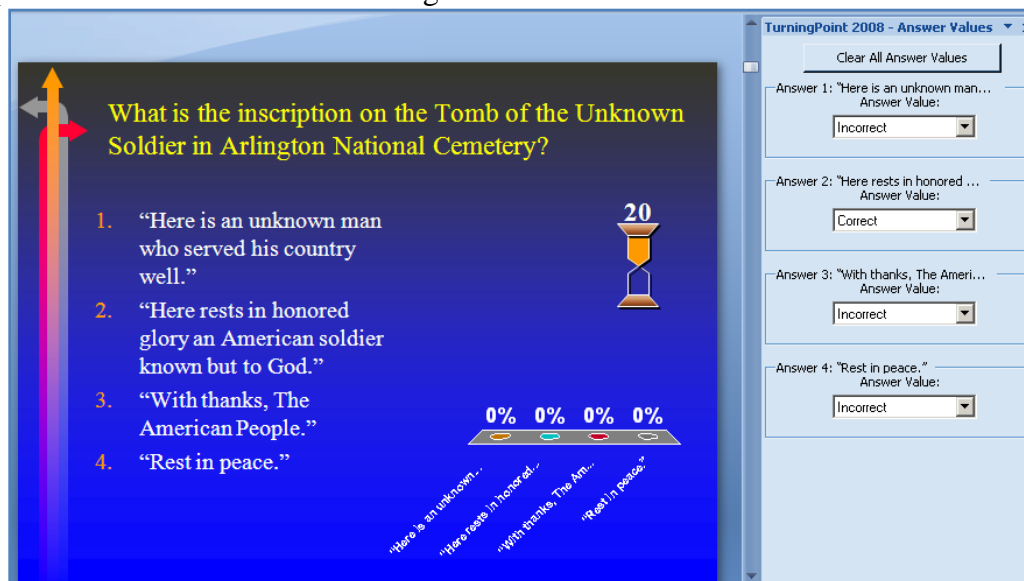

To change the amount of time available to answer a question, simply click on the number in the Countdown icon. A dialog box will appear which allows you to change the number of seconds students have to answer a question.
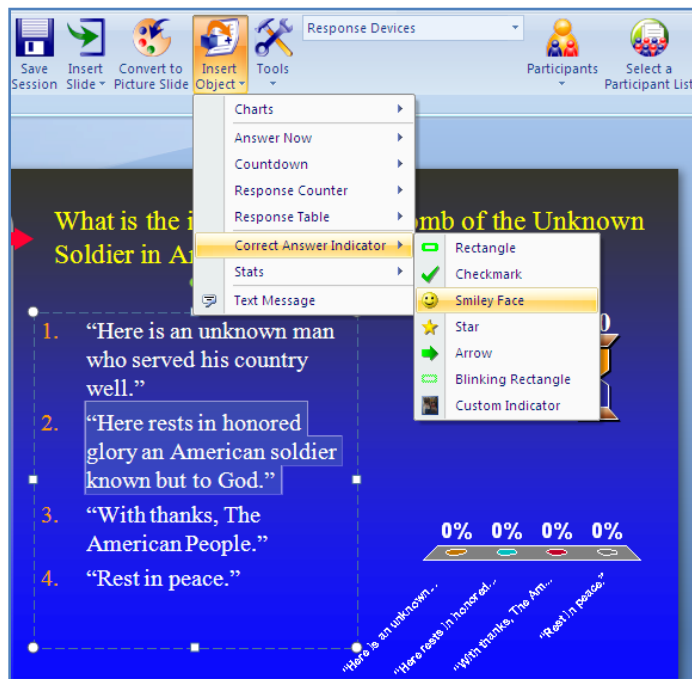
Identify a Correct Answer for a question

If you want students to see what the correct answer to a question is after they have been polled, you can add a Correct Answer icon to your slide.

1. Click on the slide where you want the correct answer to be set.
2. Pull down the answer value menu from the 'TurningPoint 2008-Answer Value' task pane and select **Correct** for the right answer.

If you want your students to see which answer was correct after polling is completed, you need to insert a correct answer icon.

1. Go to the slide for which a correct answer has been selected.
2. Click **Insert Object** from the TurningPoint toolbar and from the dropdown menu that appears select **Correct Answer Indicator** and the icon you want your students to see.

III. Check out a clicker set, from Library Media Center

Check Out a Clicker Set
Clicker sets are distributed from by Media Services, which requests a lead time of two business days. You can request a set in one of three ways:

1. Fill out the online request form from the library web site.
2. Go to Media Services in the library
3. Call Media Services at 201-447-7972.

Media staff will verify that you are trained to use the clickers by checking a list provided by CIT.

Note: If you are not teaching in a smart classroom, you will also need to check out a PET station when you check out the clicker set.

IV. Set up and test the response devices

Test the Response Devices
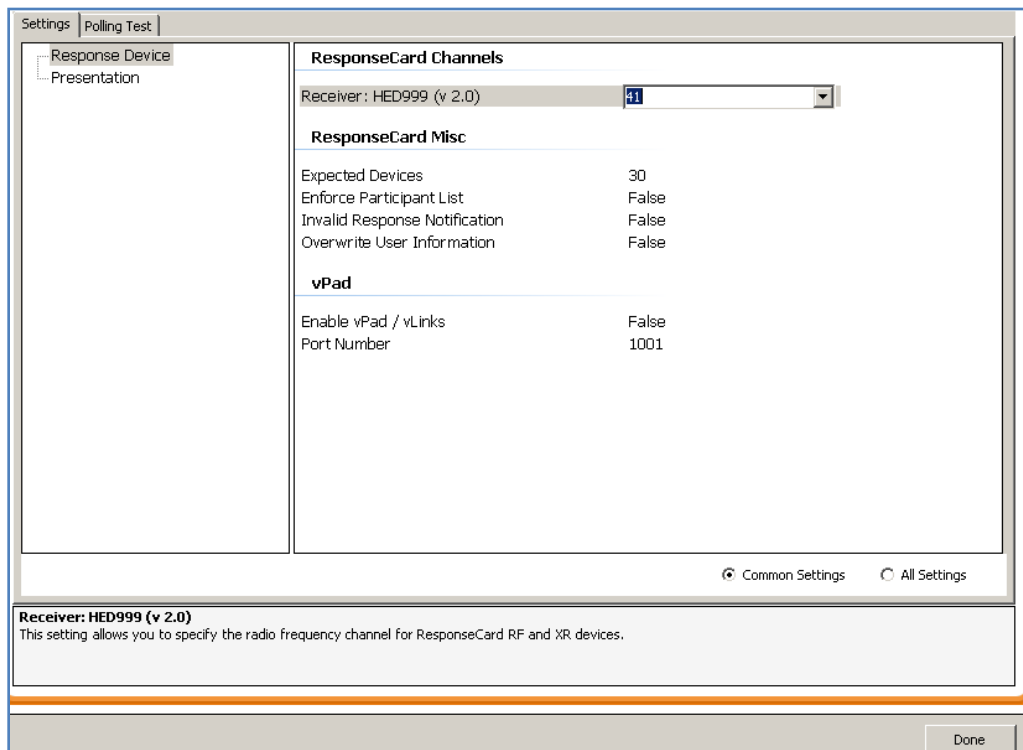Each audience participant uses a device to respond to the questions asked during the presentation.

Before You Begin
You must have TurningPoint installed on the computer to be used for the presentations and must have a clicker set, which you check out from Library Media Services.

<u>To set up the response devices</u>

1. Connect the device receiver to the presentation computer.
2. Click **Tools** and then click **Settings** from the TurningPoint toolbar.
3. Click the **Settings tab**. *This will help you set the channel number and the number of devices expected to be used in a session.*
   a. Click **Response Device**. *Check the Receiver channel number and the devices that can be connected.* To change the channel number click on the channel number itself and then pull down the menu to select a different channel number. To change the number of devices click on the expected devices and type in the number of devices that can be connected.
4. Click the **Polling Test** tab. *This will help you test response devices.*
   a. Click **Start Test**. *TurningPoint is now ready to accept responses from the response devices.* Press a key on each response device to be used. *This will help to verify that the devices are set up correctly and that TurningPoint can receive responses from the devices.* TurningPoint displays an entry for each response device, in the order in which they were tested, and the key number pressed on each response device.
5. **Click Done.**

V. Conduct a trial run of the entire presentation.

Conduct a Trial Run
>
> After you've created your presentation (including your question slides) and tested the hardware, conduct a trial run of your entire presentation.
>
> 1. Close down TurningPoint, making sure you saved your presentation.
> 2. Reopen TurningPoint and your presentation.
> 3. Open the slideshow and try answering each question with one or two clickers to make sure the presentation runs smoothly.
>
> If possible, test your presentation in the classroom where you'll be using it!