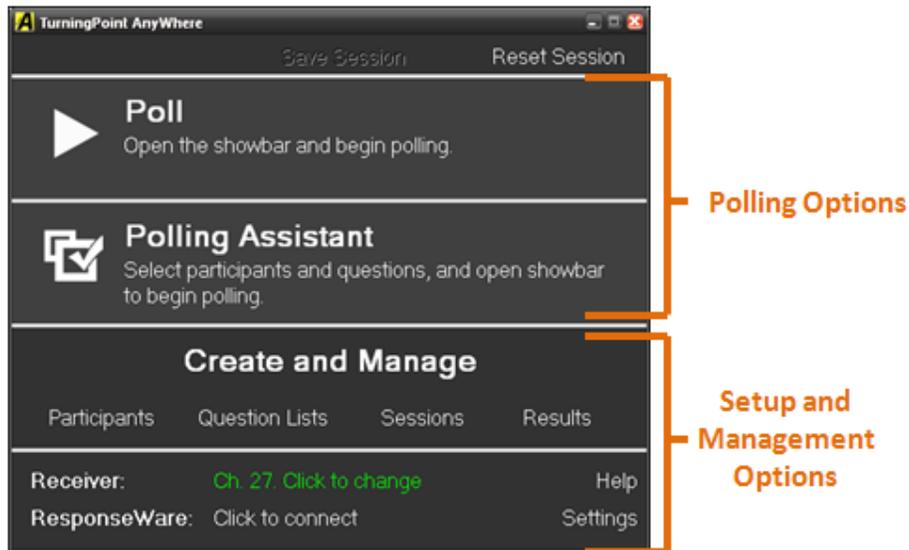# TurningPoint AnyWhere 3.0 for PC

Launchpad

TurningPoint AnyWhere opens with a Launchpad, allowing you to jump-start your polling. Use this panel to poll, as well as to create and manage your files.

Setup and File Creation

Setting Up the Receiver

The ResponseCards communicate with TurningPoint AnyWhere using a radio frequency. The receiver accepts the signal produced by the individual ResponseCards and passes the response to TurningPoint AnyWhere.

The effective range of the RF Receiver is 200 feet (60 meters). The default channel for the RF Receiver is 41.

The receiver must be connected to the computer that will be used to run the presentation.

When RF Receivers are used near each other, each Receiver needs to be set on its own channel.

To change the channel on the receiver:

1   Click the text next to Receiver on the Launchpad.

2   Select **Response Device** in the upper left-hand corner of the Settings Window.

    The channel number is listed under ResponseCard Channels.

3   Click the **two-digit channel number** and select a new channel.

    If a receiver has not been detected by the computer, "Unknown" will be listed under ResponseCard channels.

ResponseCards must be on the same radio frequency channel as the receiver in order to communicate properly.

Setting the ResponseCard Channel

Standard and LCD ResponseCard

1   Press Channel (Ch) button.

2   Enter the two-digit channel number.

3   Press the Channel (Ch) button again.

4   A green light displays when the channel change is successful.

ResponseCard NXT

1   Press the Channel button.

2   Enter the two-digit channel number.

3   Press Enter. (The gray oval button betwen the arrow keys.)

XR ResponseCard

1   Press the Menu button.

2   Highlight "Change Channel" and press enter.

3   Enter the two-digit channel number.

4   Press Enter.

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Participant Lists

Participant Lists identify the members of your audience who will use a response device to respond to questions during your presentation. Participant Lists make it possible to track individual results and participation.
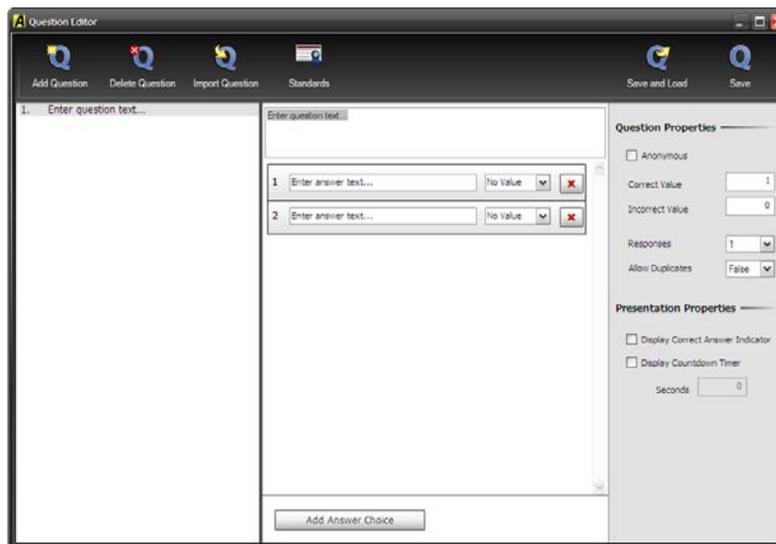
Setting up a Participant List

1 Click **Participants** under the Create and Manage section of the Launchpad.

2 Select Create a Participant List, Edit a Participant List or to Import an LMS List.

Question Lists

TurningPoint AnyWhere allows you the option to create a list of questions prior to polling.

1 Click **Question Lists** under the Create and Manage section of the Launchpad.

2 Select **New Question List**.

The Question Editor opens. Question List options are displayed across the top of the window, questions are listed in the left panel. Selecting a question in the left panel displays the question and answers in the middle panel. Question and Presentation Properties can be set in the right panel.

3 Type the **question text** in the box at the top of the middle panel.

4 Type the **answer text** in the boxes provided.

- Click **Add Answer Choice** at the bottom of the middle panel to add additional answer choices.

- Assign a correct answer by selecting Correct from the drop-down menu next to the answer choice. All other answer choices will automatically be designated as Incorrect.

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- You may assign more than one correct answer by selecting Correct from the drop-down menu next to another answer choice.

- Click the **(X)** next to the answer choice to remove it from the list.

5   Set Question and Presentation properties:

- Checking the box next to Anonymous in the Question Properties will not associated response data to an individual participant for that question only.

- Change Correct and Incorrect point values for this question if desired.

- Check the box labeled Display Correct Answer in the right-hand panel under Presentation Properties to apply a correct answer indicator that will display next to the correct answer after polling has closed.

- Check the box labeled Display Countdown Timer in the right-hand panel under Presentation Properties to automatically display a countdown timer when polling for the question is started.

- Add a fill in the blank question if a short text answer is required. Fill in the blank questions are only applicable for NXT, XR, or ResponseWare Devices.
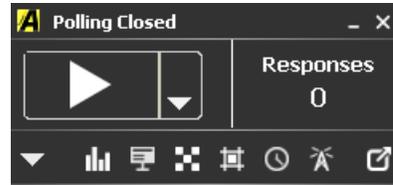
6   Add another question to the list by clicking the **Add Question** button at the top of the window and selecting the desired question type.

7   Delete a question from the list by clicking the question in the left panel and then clicking **Delete Question** at the top of the window.

8   Click **Save** at the top of the window to save the Question List.

Question Lists are saved as a .tpq file.

Polling

General Polling

Basic Polling

1 Click **Poll** on the Launchpad.

2 The Showbar will open. Click **Start Polling** to open polling.

3 TurningPoint AnyWhere will now receive responses from the Participants.

4 Click the **Stop Polling** button to close the poll and display the results. The chart window can be resized and moved.

Defined Polling

1 Click **Poll** on the Launchpad.

2 The Showbar will open. Click the **Polling Options** (down arrow) button.

3 Select the desired question type or number of answer choices.

4 TurningPoint AnyWhere will now receive responses from the Participants.

5 Click the **Stop Polling** button to close the poll and display the results.

Anonymous Polling

1 Click **Poll** on the Launchpad.

2 The Showbar will open. Click the **Main Menu** button (down arrow) and select **Start Polling**.

- Responses to this question will not be associated with an individual or a ResponseCard.

3 TurningPoint AnyWhere will now receive responses from the Participants.

4 Click the **Stop Polling** button to close the poll and display the results.

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Polling Options

Countdown Timer

1 While Polling is open, click the **Main Menu** button (down arrow) on the showbar.

2 Select **Countdown Timer**.

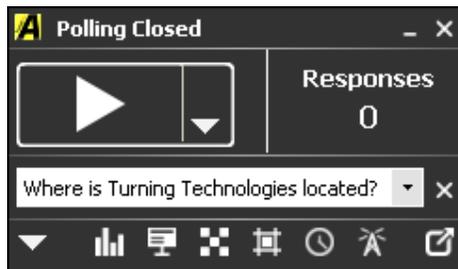- The timer will appear and automatically close polling when the countdown reaches 0.

Correct Answers

1 After the results are displayed, right-click on the bar of the answer choice you want to set as correct.

2 Select **Mark Answer (#) as Correct**.

Polling with a Question List

1 Click **Question Lists** under the Create and Manage section of the Launchpad.

2 Select **Load Question List**.

3 Select the question list file and click **Open**.

- The questions appear as part of the TurningPoint AnyWhere showbar.

4 Click the **Start Polling** button.

- The question will appear in a new window. This window is able to be resized.

- To see the chart update dynamically as participants respond, click the Chart button on the showbar.

- The chart window can be resized and moved.

5 After the Participants have responded, click the **Stop Polling** button to display the results.

6 Repeat steps 4 & 5 for the remaining questions in the question list.

- Use the **Next** and **Previous** arrow buttons to choose a specific question you want to poll.
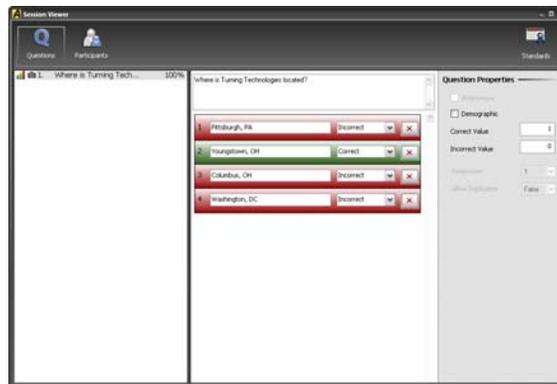
Session Data and Management

Saving Sessions

1 Click the **Main Menu** button (down arrow) on the showbar.

2 Mouse over **Session** and select **Save Session**.

- A Windows Dialog Box opens to the default save location specified in the TurningPoint AnyWhere Settings. The default session name is a date and time stamp.

3 Name the file and click **Save**.

- The session can also be saved by clicking Save Session from the Launchpad after the Showbar has been closed.

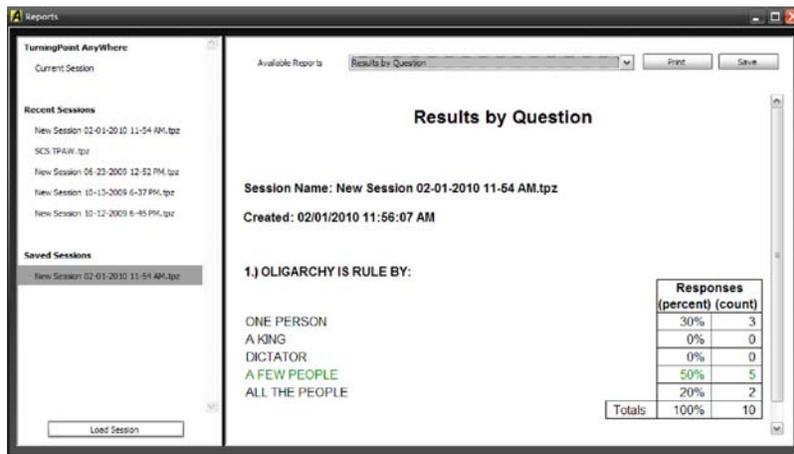## Editing Questions and Answers in the Session Viewer

The Session Viewer is a real-time session editor. Through the Session Viewer you can add question and answer text to polled questions.

1 Click **Sessions** under the Create and Manage section of the Launchpad.

2 Select **View Session**.

- If the desired session is not currently loaded, select Continue Prior Session. Select the session to be edited before entering the Session Viewer.

3 While on the Questions tab, click on the question you would like to edit.

4 On the right, change the question text, answer text, correct answer, and/or correct/incorrect point value.

- Click the chart icon next to the question number to view the chart window.
- Click the camera icon to view a screenshot taken at the time the question was polled.

5 While on the Participants tab, click on the individual response device you would like to edit. Add participant information or any other data desired.

6 Close the window when finished, and save the session to retain the changes.

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Generating and Saving Reports

1 Click **Results** under the Create and Manage section of the Launchpad and select Run a report, proceed with step 3. If the launchpad is not open click the **Main Menu** button (down arrow) on the showbar.

2 Mouse over **Tools** and select **Reports**.

3 Select a **session** from the left panel.

- If the desired session is not available, click Load Session and browse to the desired session.

4 From the **Available Reports** drop-down menu, select the desired report.

5 Click **Print** to print a hard copy of the reports.

6 Click Save to **Save as HTML** or **Save as CSV**.

- The HTML file will open in your web browser.

- The CSV file will open in Microsoft Excel. A CSV is a text only file.

7 Specify the **save location** and **name the file**.

8 Click **Save**.

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