(Training document by UT Dallas eLearning)

1. Set up a Turning Account Registration tool link in eLearning.

- 1. Go into your course in eLearning.
- 2. Add a menu item (the plus sign in the upper left hand corner).
- 3. Select "Tool Link".



- 4. In the Name field, type "Turning Account Registration".
- 5. From the drop-down box. Select "Turning Account Registration".

Pearson's MyLab & Mastering (Tools) Portfolios Homepage Roster Tasks	* Nam	8:	Turning Account Registration		1
Collaboration Commercial Content Tools Contacts Course Messages Discussion Board Email Faculty Instruct Groups Turning Accour Journals McGraw-Hill Higher Education My Grades Pearson's MyLab & Mastering (Tools) Portfolios Homepage Roster Tacks	Type:		Turning Account Registration	-	1
Faculty Instruct Glossary Groups Journals McGraw-Hill Higher Education My Grades Pearson's MyLab & Mastering (Tools) Portfolios Homepage Roster	C Ava	lable to U	Contacts Contacts Course Messages Discussion Board		
Pearson's MyLab & Mastering (Tools) Portfolios Homepage Roster Tacks			Glossary Groups Journals McGraw-Hill Higher Education		E III
Tasks	Enus	SE BAU	Portfolios Homepage		10
Control Panel Tools Area	- Cont	rol Panel	Teronic		

- 6. Be sure you select the tick box making the link available to all users.
- 7. Click "Submit".

Add Tool Lin	k	
Kame:	Turning Account Registration	
Туре	Turning Account Registration	
V Available	to Users	~
	Cancel	Submit

8. The link will now appear in your tool list.

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2. Create Turning "Instructor" Account.

- 1. Click on the Turning Account Registration link you just created in the previous step. Follow the process to create an Instructor account.
- Once your account is created, go to your Turning Dashboard (https://account.turningtechnologies.com/account/dashboard/index)
- 3. Click on DOWNLOADS.



4. Install the software.

You must install the software in any one location. Either YOUR LAPTOP or your UT DALLAS H:\ DRIVE (Recommended).

Once you have made your choice, select the correct link for download (as below:

TurningP	oint		
	PC - Install PC - No Install Mac - No Install	PC User Guide Mac User Guide	

- Laptop(MAC) select MAC No Install
- Laptop (Windows) select PC No Install
- UT Dallas H:\ Drive Select PC No Install. The downloaded file must be saved and extracted to this location - H:\

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3. Integrate your roster within Turning Point.

1. Launch the Turning Point Application.



2. Click on the "Manage" Tab.



3. Click on "Participant List"

4. Click "New"



- 5. Click on "Download from Integration"
- 6. Click "Create List"



- 7. In the Integration field, select "Blackboard"
- 8. In the Server Address field, type https://elearning.utdallas.edu
- 9. Type in your username
- 10. Type in your password
- 11. Click "Connect"

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- 12. Select the course(s) you would like to import the participant list from.
- 13. Click "Import"

OPRE 6301.011 - QUANTITATIVE INTRODUCTION TO
ACT 6370.01 - BUSINESS LAW - F12 Math 2414 - Web Assign Test Course OPRE 6369.01 - SUPPLY CHAIN SOFTWARE - F12 Marketing Demo (for Darren) ENTP 3360.001 - ENTREPRENEURIAL FINANCE - S13 Marketing Demo (for Darren)
Select All

14. Click "OK"



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To update / refresh your class roster:-

- 1. Go to the MANAGE tab.
- 2. Select the appropriate PARTICIPANT LIST which you want to refresh, in the left hand column, and click on RESULTS MANAGER.

Polling Co	ontent	Manage	-		Tests
articipant List • Session •	Participant List Over	view			
bbtraining01 - bbtraining01 Auto Anonymous	Cute	Name: bbtraining Overted: 8/26/2015 9:1 Modified: 8/28/2015 8:1		er of Farkpanter - 8 nder af Sessioner - 0	
	Device (D(s)	First Name	Last Name	User ID	
	\$249.78	Larry	Mullen 3r.	taning04	-11
	SPEND	Dave	Evens	traning02	
	SDF87A	Adam	Clayton	training03	
	SDF74D; 10020	244 Paul	Hexson	training01	
		Deno	Liber	bb_demo_2599	
	11029724	Test	Account	abc123456	
	SDE87A	Brian	Hiler	bvm 132530	
		66	training_PreviewUse	 bbt/aning01_preview.ser 	
			tát Pe	trigants Bruts Hange	
2 main	1	TurningP	Land Contractor	(O) Pater	

3. Click on INTEGRATIONS

Polling	Content		Manage	
Overview Columns 🗸	Integrations Broat	bbtraini	ng01 - bbtrain	Numbe Maximu
Name	Total Performance	Total rulats	Percent	
Account, Test	0		0.00%	
Clayton, Adam	0	0	0.00%	
Evans, Dave	0	0	0.00%	
Hewson, Paul	0	0	0.00%	
Miller, Brian	0	0	0.00%	
Mullen Jr., Larry	0	0	0.00%	
User, Demo	0	0	0.00%	
training_PreviewUser, bb	0	0	0.00%	

4. The connect screen will pop-up. Enter your password.

Server Address: https://elearning.utdallas.edu	
Username: dwc031000	
Password:	
elect an Institution:	Ŧ

5. The UPDATE WITH INTEGRATION screen will appear. On this screen select UPDATE PARTICIPANT LIST, and click "UPDATE LIST".

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6. You will see a message that says *"Participant List update complete"*. This means that your Turning Point Participant List is exactly in sync with the roster as it shows within eLearning. Click on CLOSE, to exit the screen.

	Update Participant List Export Session(s)		
	Participant List update complete.		
ank	Update-List	Close	

7. You will be back on the MANAGE Tab, where you can view your updated participant list. Click on CLOSE, to proceed further.



(Training document by UT Dallas eLearning)

4. Create Question Lists or PowerPoint Polls and Conduct polls in class.

Instructions can be found at this link: https://www.turningtechnologies.com/video-tutorials/turningpoint

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5. Export the results to eLearning

1. Open TurningPoint



2. Click on the "Manage" tab

3. Click on the Participant List

POLLING CONTEN	MANAGE
Participant List Session Train3 - Training Course for TurningPoint Train3 - Training Course for TurningPoint (1) Auto	Participant List Overview Name: Train3 - Training Course for 1 Date Created: 7/27/2015 9:55:21 AM Date Modified: 8/6/2015 10:08:09 AM
👸 Anonymous	Preview:

4. Click "Results Manager"

evice ID(s)	First Name	Last Name	User ID
C5626	Dave	Evans	training02
65647	Paul	Hewson	training01
5C 5688	Larry	Mullen Jr.	training04
5C5632	Adam	Clayton	training03
	Darren	Crone	dwc031000

- 5. In the Integration field, select "Blackboard"
- 6. In the Server Address field, type https://elearning.utdallas.edu
- 7. Type in your username
- 8. Type in your password
- 9. Click "Connect"

POLL	ING	CON	TENT	-	MANAGE	_
Overview	Columns V In	O ntegrations	Export	, Train	3 - Trainin	g Cou
Name Connect to Integ		Sample Test	8 Total Pe	erformance	Total Points	P
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	Integration	i Hedboard	8		•	
	Server Address	: https://ele	arning.utdallas.	edu		
	Usemane	n born 13253	0			
	Password	E Constanting	****			
	Select an Institution	My Bb Inst	lance BBLEARN	Default Blackb	oard Virtue 👻	
Rememb	er this information		Connect	Can		

(Training document by UT Dallas eLearning)

- 10. Click "Export Session(s)"
- 11. Select the sessions you would like to export to the grade book.
- 12. Click "Export", click "Export" again

-	Update Participant List	
Select column(s) to		
Turning Point	o question list_12-17-2012 4-01 PM Total Performance Total Attendance Total Points	
Select All	Export Cancel	

13. You will receive confirmation when the results have been uploaded. Click "OK"



14. You will see the column in the eLearning Grade Book with updated grades

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arrow keys or the to		hrough the Grade Ce			ly in the cells. Use the c. <u>More Help</u>
Create Column	Create Calcul	lated Column 🗸	Manage 🗸	Reports 🗸	
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