

# Instructions to set up Turning Point Polling for Academic Courses

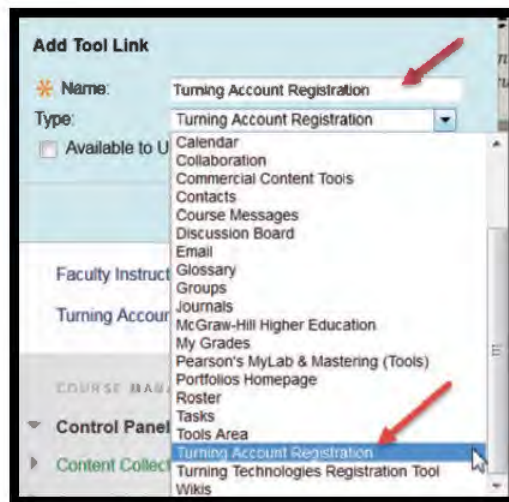
(Training document by UT Dallas eLearning)

## 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".



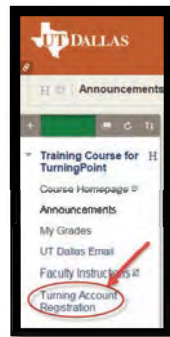
6. Be sure you select the tick box making the link available to all users.
7. Click "Submit".



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

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## 2. Create Turning “Instructor” Account.

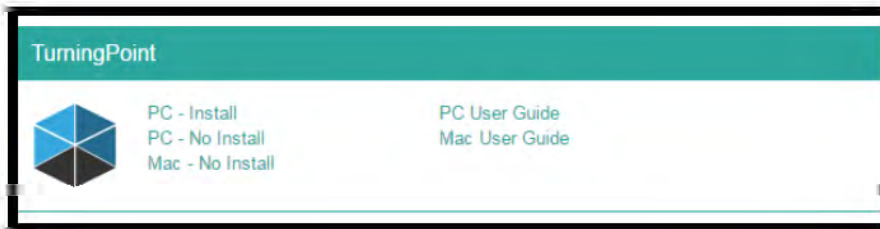
1. Click on the Turning Account Registration link you just created in the previous step. Follow the process to create an Instructor account.
2. Once your account is created, go to your Turning Dashboard  
(<https://account.turningtechnologies.com/account/dashboard/index>)
3. Click on DOWNLOADS.



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:



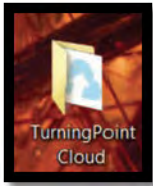
- Laptop(MAC) – select MAC – No Install
- Laptop (Windows) – select PC – No Install
- UT Dallas H:\ Drive – Select PC - No Install. The downloaded file must be saved and extracted to this location - H:\

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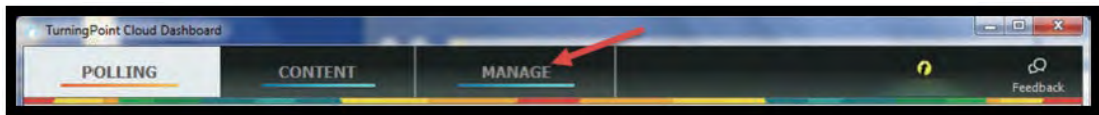
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## 3. Integrate your roster within Turning Point.

1. Launch the Turning Point Application.



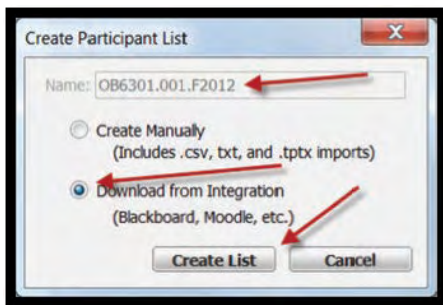
2. Click on the "Manage" Tab.



3. Click on "Participant List"
4. Click "New"



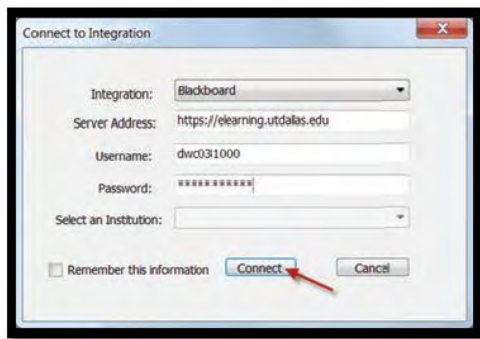
5. Click on "Download from Integration"
6. Click "Create List"



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"

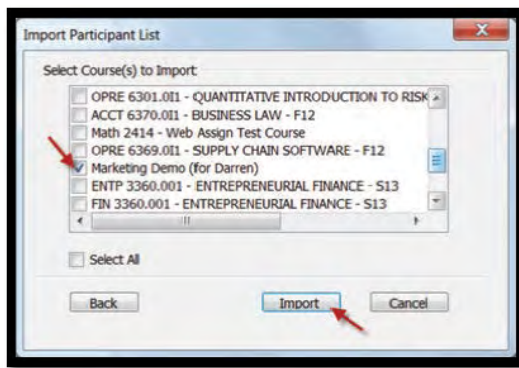
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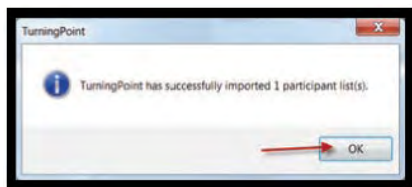


12. Select the course(s) you would like to import the participant list from.

13. Click "Import"



14. Click "OK"

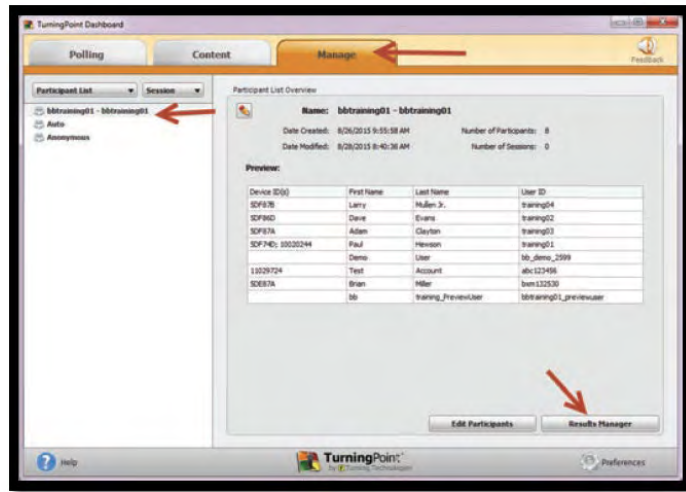


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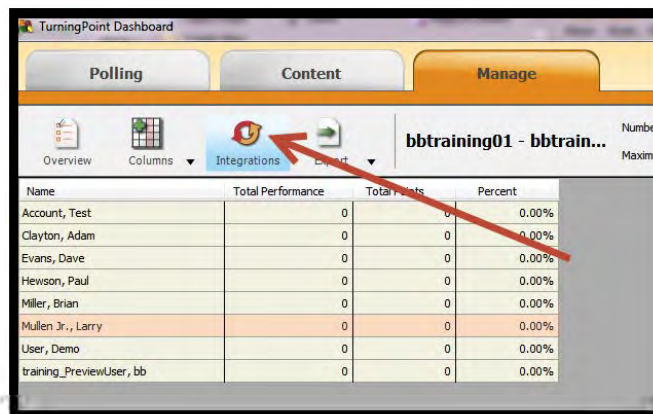
(Training document by UT Dallas eLearning)

## To update / refresh your class roster:-

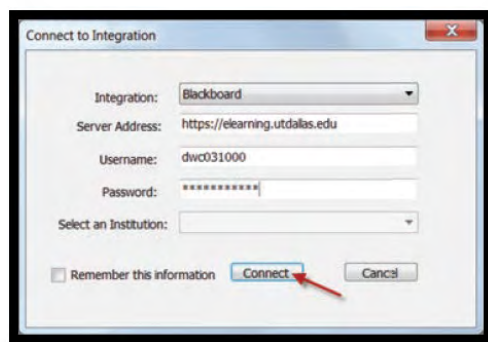
1. Go to the MANAGE tab.
2. Select the appropriate PARTICIPANT LIST which you want to refresh, in the left hand column, and click on RESULTS MANAGER.



3. Click on INTEGRATIONS



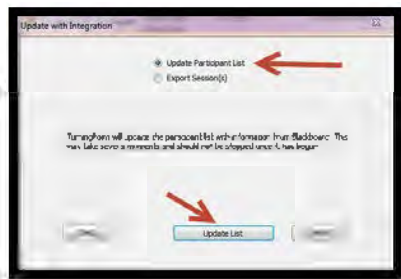
4. The connect screen will pop-up. Enter your password.



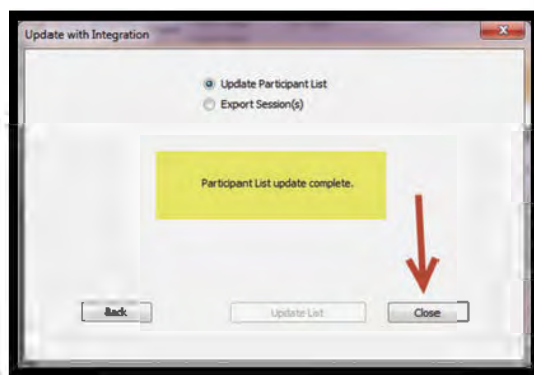
5. The UPDATE WITH INTEGRATION screen will appear. On this screen select UPDATE PARTICIPANT LIST, and click "UPDATE LIST".

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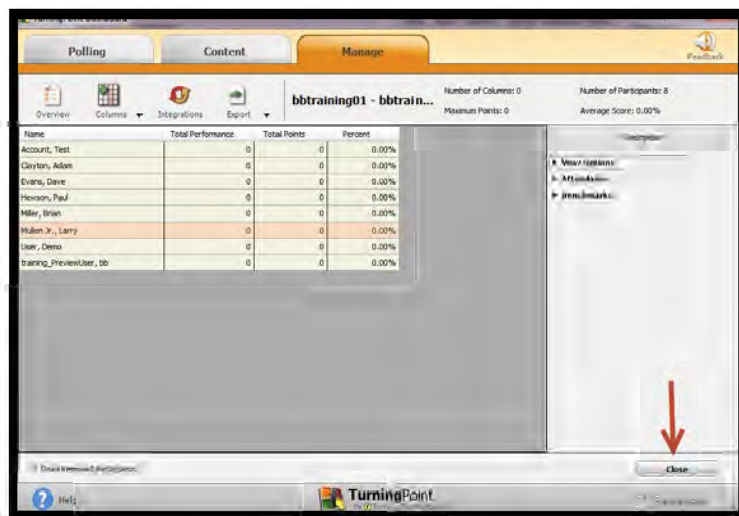
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6. You will see a message that says *“Participant List update complete”*. This means that your Turning Point Participant List is exactly in sync with the roster as it shows within eLearning. Click on CLOSE, to exit the screen.



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



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## **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>

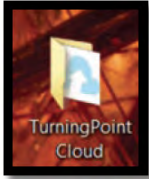


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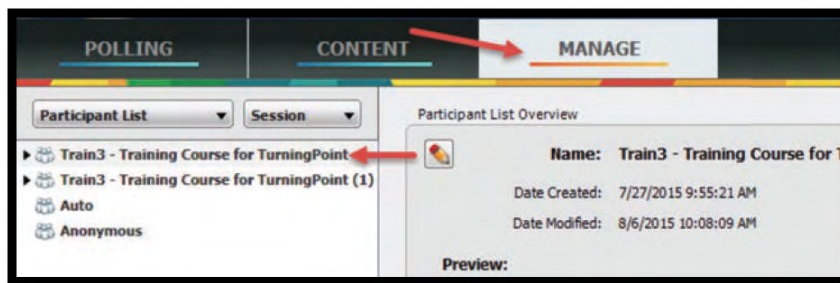
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## 5. Export the results to eLearning

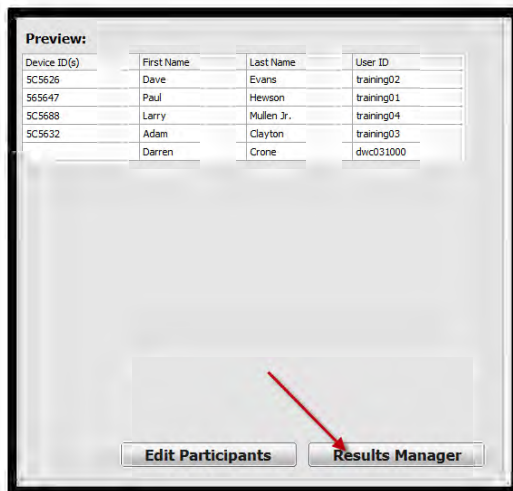
1. Open TurningPoint



2. Click on the "Manage" tab
3. Click on the Participant List



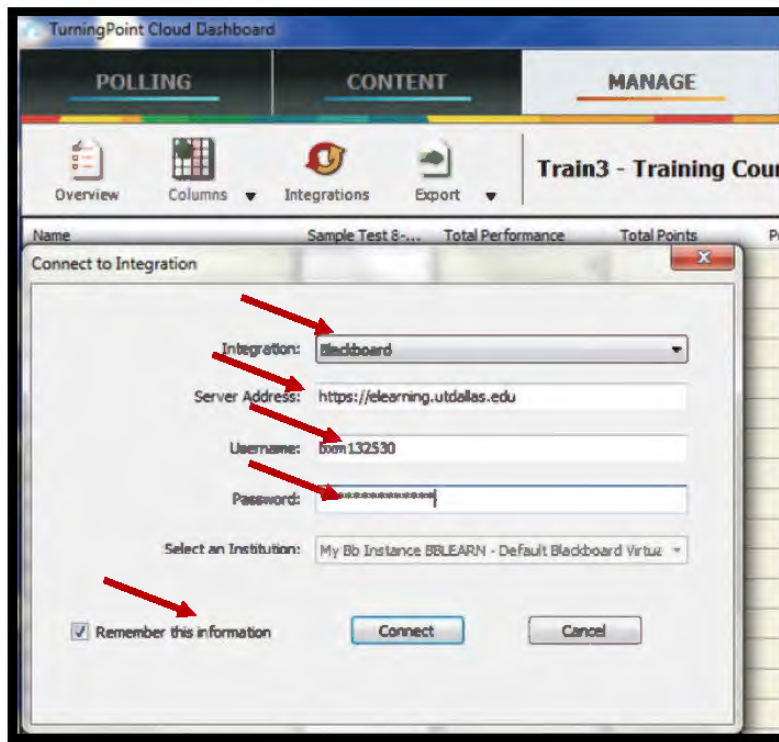
4. Click "Results Manager"



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"

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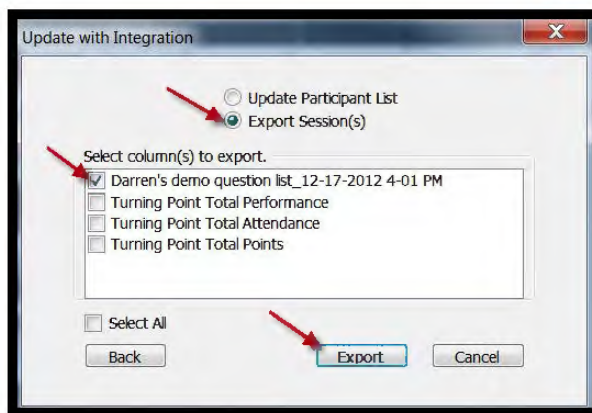
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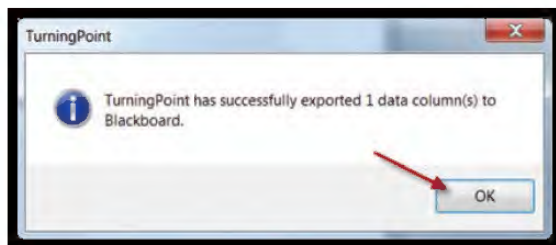
10. Click "Export Session(s)"

11. Select the sessions you would like to export to the grade book.

12. Click "Export", click "Export" again



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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**Grade Center : Full Grade Center**

*In the Screen Reader mode, the table is static and grades may be entered on the Grade Details page accessed by selecting the table cell for the grade. In the interactive mode of the Grade Center, grades can be typed directly in the cells. Use the arrow keys or the tab key to navigate through the Grade Center and the Enter key to submit a grade. [More Help](#)*

Create Column Create Calculated Column Manage Reports Filter Discover Content Work Offline

Move To Top Email Sort Columns By Layout Position Order Ascending

Grade Information Bar Last Saved December 17, 2012 4:13 PM

Student Name	First Name	PRS Group	Assignment C	Current Score	Maximum Points
<input type="checkbox"/> Clayton	Adam	--	--	0.00	2.00
<input type="checkbox"/> Crone	Darren	--	--	5.00	0.00
<input type="checkbox"/> Evans	Dave	--	--	0.00	2.00
<input type="checkbox"/> Hewson	Paul	--	--	0.00	0.00
<input type="checkbox"/> Mullen Jr	Larry	--	--	0.00	0.00

Extended Properties 11