

Instructor Guide for using TurningPoint Desktop in academic courses

This training document provides step by step instructions on implementing TurningPoint Polling (clickers) within academic courses at UT Dallas.

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Before you Begin

Please review the following information before you begin.

- ✓ The version of the program currently supported at the University is **TurningPoint Desktop**.
- ✓ To implement TurningPoint Polling in the course, you will need to be the **Instructor** for the course within eLearning. Teaching Assistants will not be able to run the program.
- ✓ To access the program, you will need a **Turning Technologies USB receiver**. Please contact UT Dallas eLearning (elearning@utdallas.edu) to obtain the receiver. You can use the same receiver for all your course/s and for future semesters. Below is an image of the receiver:

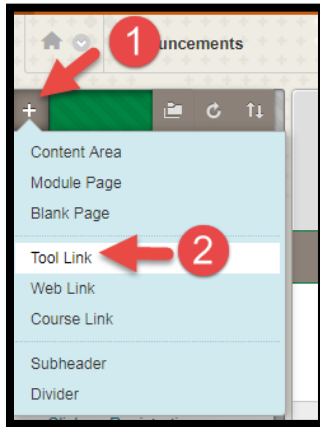


- ✓ The program is stored locally. If using the USB receiver, you will need to carry the device with you to office/ class, and save all files to the device. If you install the program on a laptop, you will need to use the laptop to run the program.
- ✓ The UT Dallas eLearning team provides on-campus training and support services for faculty on TurningPoint Desktop. Please email elearning@utdallas.edu.

Add Turning Registration Link to elearning

Log into eLearning <https://elearning.utdallas.edu/> and enter the course where clickers will be used.

In the left-hand menu of the course, add a tool link by clicking on the + icon in the top.

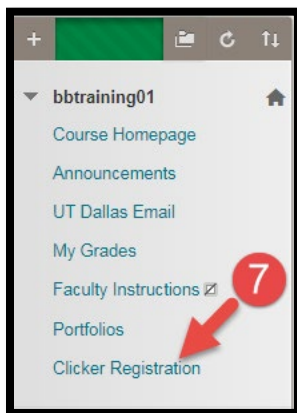


In the NAME field, type "Clicker Registration".

For TYPE, select TURNING ACCOUNT REGISTRATION from the drop-down menu. Select the box making the link available to users. Click SUBMIT.

A screenshot of the 'Add Tool Link' form. It has a light blue background. At the top left is the title 'Add Tool Link'. There are three red circles with numbers: 3 points to the 'Name' field, 4 points to the 'Type' dropdown menu, and 5 points to the 'Available to Users' checkbox. The 'Name' field contains the text 'Clicker Registration'. The 'Type' dropdown menu is set to 'Turning Account Registration'. The 'Available to Users' checkbox is checked. At the bottom right are 'Cancel' and 'Submit' buttons. A red circle with the number 6 points to the 'Submit' button.

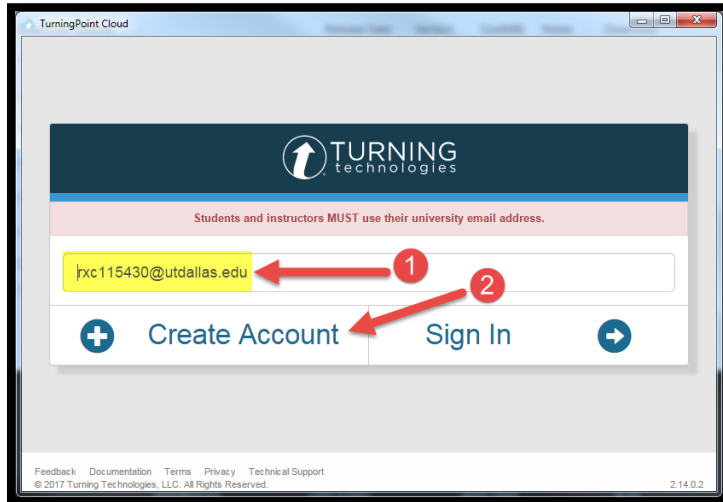
The link will now appear in your tool list.



Create Turning Instructor Account

Click on the Clicker Registration link you just created.

When prompted to enter your email, use your UTD email address.



Click CREATE ACCOUNT. Then follow the directions on the screen to create your Turning Account.

Turning Point will automatically detect your role in eLearning and classify your account as an Instructor account.


Open TurningPoint Desktop

Insert your TurningPoint USB receiver into the USB port of the computer.

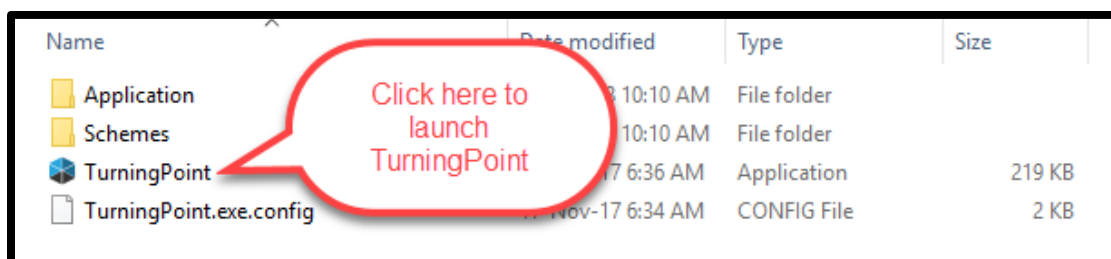
The computer's file directory will identify the device as TURNING TECHNOLOGIES.

Enter the device directory.

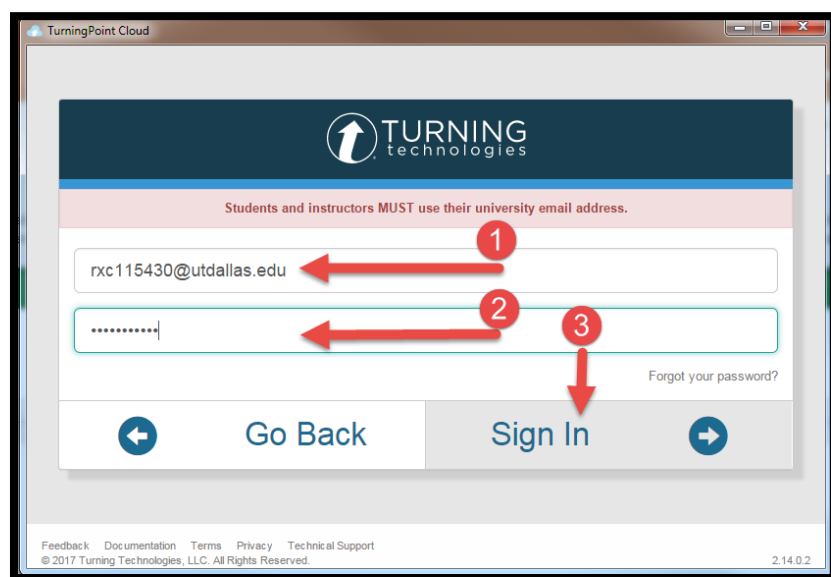
You will find 2 folders – WINDOWS and MAC. Enter the folder corresponding to the Operating Environment you will use.

 **Note:** You will need to be in the same Operating Environment every time you use the program. For instance, classroom lectern computers run on Windows. So, if you create your TurningPoint contents in the MAC version of the program, you will not be able to run in on the classroom lectern.

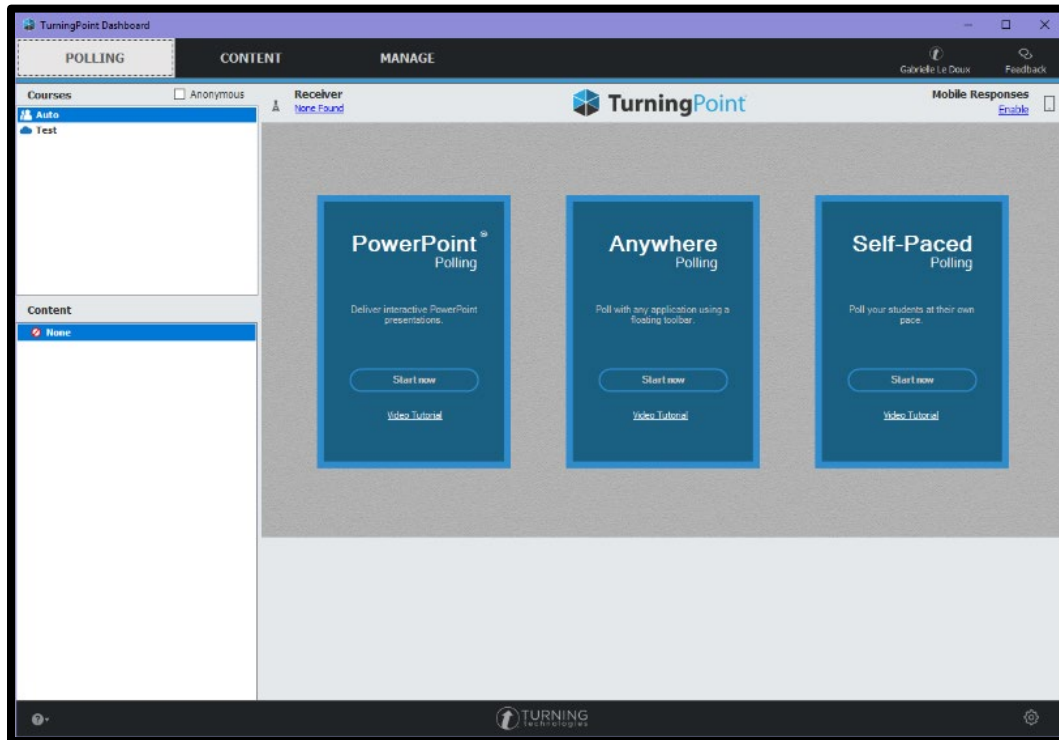
Once you've identified the Operating Environment, open the folder and click on the TurningPoint .exe file to launch the program.



You will be asked to sign in. Enter your Turning Account username (which should be your netid@utdallas.edu) and the password you created when you set up your account.



The Turning Point Program will open.



Import Participant List

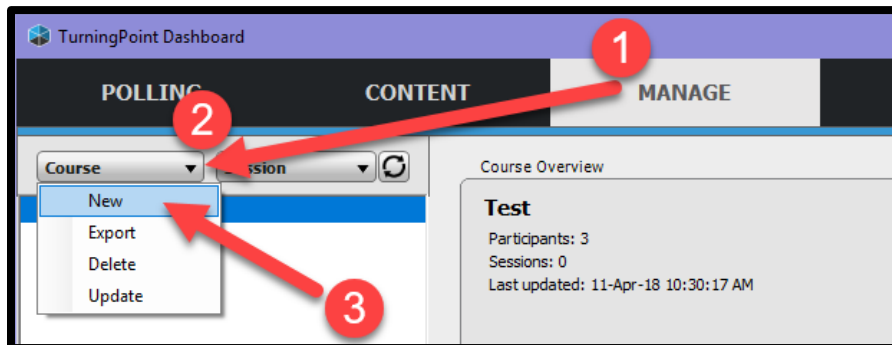
There are 2 ways to do this:

- 1) Via the TurningPoint Desktop Program
- 2) Via your TurningPoint Instructor Account (recommended)

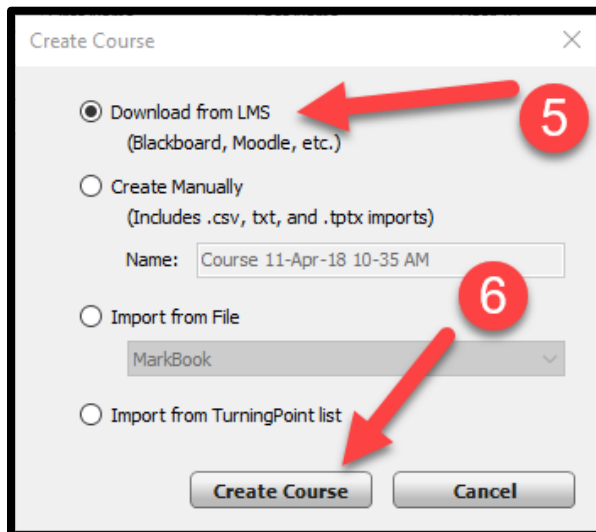
Option 1 - Import via TurningPoint Desktop

Within TurningPoint Desktop > Click on the MANAGE tab.

Click on the drop down next to COURSE > click NEW.



Click DOWNLOAD FROM LMS > then click CREATE COURSE.



In the Integration field, select “Blackboard”. In the Server Address field, type <https://elearning.utdallas.edu>. Type in your UTD netid and netid password. Click “Connect”.

The 'Connect to Integration' dialog box contains the following fields and controls:

- Integration:** A dropdown menu with 'Blackboard' selected. (Callout 6 points to the dropdown arrow, 7 points to the text 'Blackboard')
- Server Address:** A text field containing 'elearning.utdallas.edu'. (Callout 8 points to the text)
- Username:** A text field containing 'bbtraining01'. (Callout 9 points to the text)
- Password:** A text field containing '*****'. (Callout 10 points to the text)
- Select an Institution:** A dropdown menu.
- Remember this information:** An unchecked checkbox.
- Buttons:** 'Connect' and 'Cancel' buttons. (Callout 11 points to the 'Connect' button)

You will see a list of courses taught by you. Select the course(s) where clickers will be used > click IMPORT.

The 'Import Course' dialog box contains the following elements:

- Select Course(s) to Import:** A list box with two items: 'bbtraining01 - bbtraining01' (checked) and 'Training_Org_1 - eLearning Training Org Shell # 1' (unchecked). (Callout 12 points to the first item)
- Select All:** An unchecked checkbox. (Callout 13 points to the checkbox)
- Buttons:** 'Back', 'Import', and 'Cancel' buttons.

You will see a success message. Click OK.

The 'TurningPoint' dialog box displays the following message and control:

- Message:** 'TurningPoint has successfully imported 1 course(s)'.
- Button:** 'OK' button. (Callout 14 points to the button)

Your class roster should show inside the TurningPoint Desktop Program > under MANAGE.

Click on the Participant to check your students' device ids, names, and license status.

Click on UPDATE to refresh your roster to include adds/drops that may have occurred within eLearning.

Course Overview

bbtraining01 - bbtraining01

Participants: 6
Sessions: 0
Last updated: 11-Apr-18 10:48:15 AM

Upload Grades Update Edit Roster Results Manager

Device ID(s)	First Name	Last Name	User ID	Email	License Status
	Ronnie	Chandrasekhar			Inactive
	Larry	Mullen Jr.			Inactive
	Adam	Clayton			Inactive
	Dani	Evans			Inactive
	Paul	Hewson			Inactive
	Katrina	Adams			Inactive

Students need to be listed as ACTIVE to participate in polling. To be ACTIVE they need to purchase and redeem a Turning Subscription with their account.

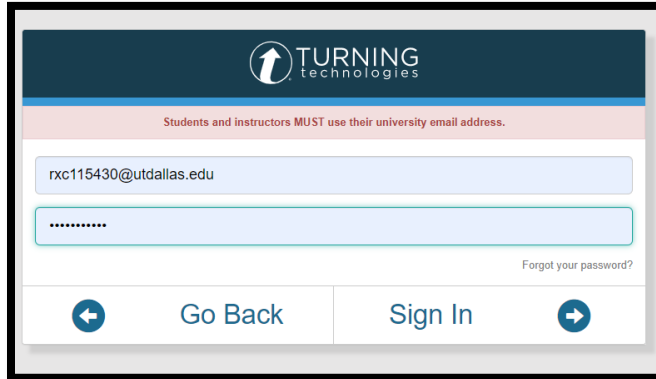


You can use this screen to identify which students need a Turning License/ Subscription. To participate in polling students must be listed as ACTIVE under LICENSE STATUS.

Option 2 - Import via Turning Technologies secure online portal (recommended)

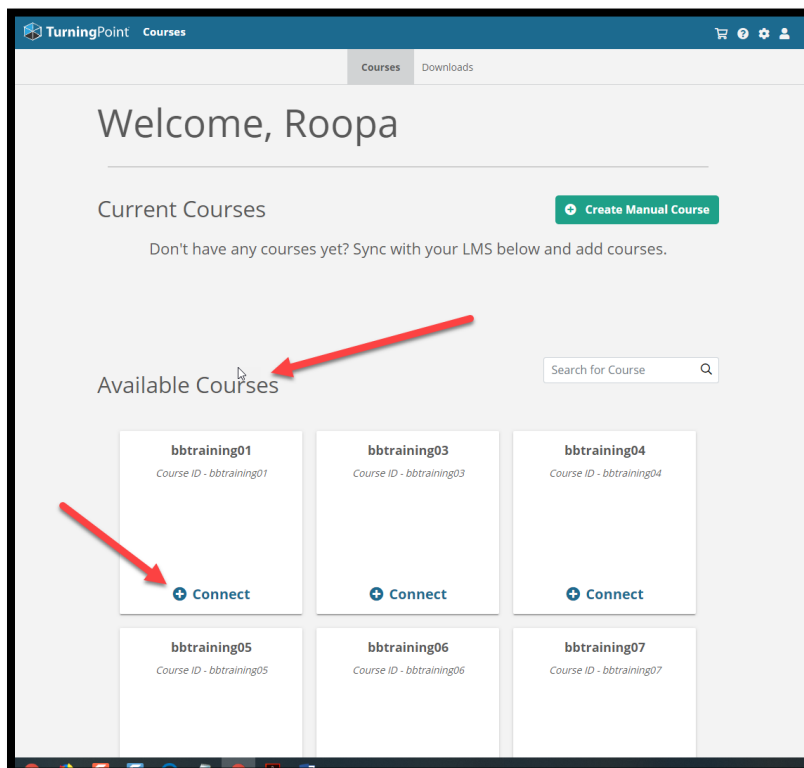
Go to <https://account.turningtechnologies.com>

Sign in with your Turning Account credentials.

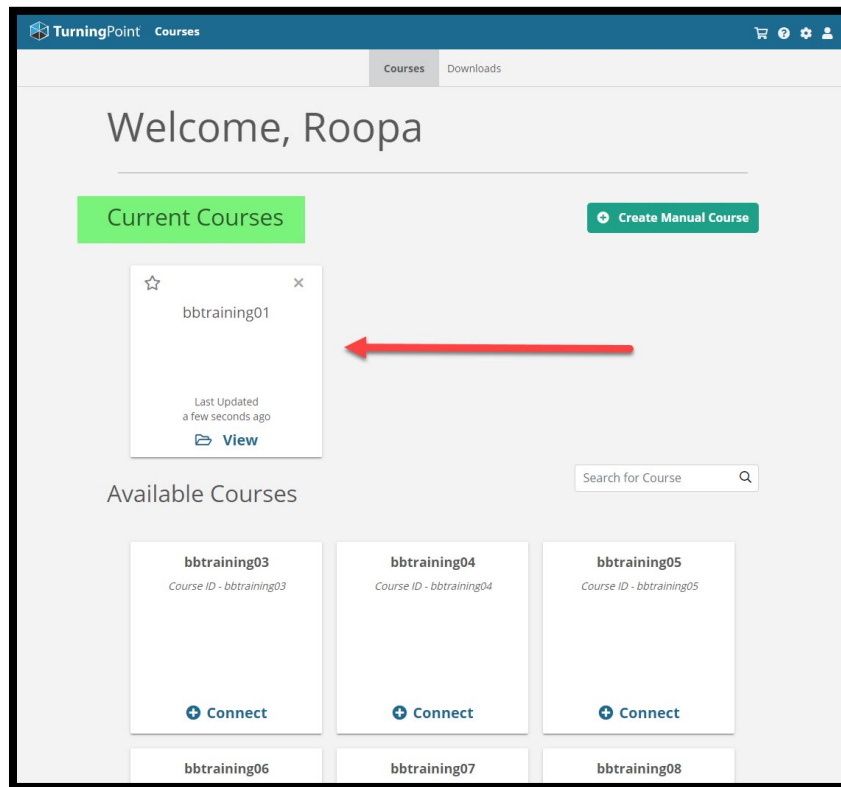


You will be taken to a secure URL (<https://instructor.turningtechnologies.com/>) where you will see a list of courses inside UTD eLearning where you are the instructor.

From the section titled AVAILABLE COURSES > identify the course that you are using TurningPoint Polling with. Click on CONNECT on the course. (You can do this for multiple courses, if needed.)

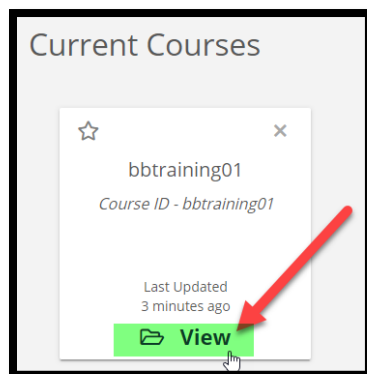


The course now shows under the CURRENT COURSES list.



If you added a course by mistake, simply click on the “X” at the top of the box, to remove it from CURRENT COURSES.

Click on VIEW under the course name.



On the next screen from the top menu go to the tab named ROSTER. You will see how many students have yet to purchase/ renew their Turning License, and if those students have linked their license to you course.

The screenshot shows the TurningPoint web portal interface. At the top, there's a navigation bar with 'TurningPoint' logo and 'Courses | bbtraining01'. Below this is a tabbed interface with 'Content', 'Roster', 'Schedule', 'Results', 'Attendance', and 'Settings'. The 'Roster' tab is selected. The main heading is 'Participants' with a subtext: 'View the status of your participants, send email notifications to those who have not completed registration and allow participants to view their grades on their mobile device.' There are buttons for 'Email Participants' and 'Update Course', and a search bar. Below the buttons, there are two tabs: 'Enrolled' (selected) and 'Pending'. The list of participants shows two entries: 'Congwu Tao' and 'Qin Fang'. For each participant, there are three status indicators: 'Subscription' (red X), 'Clicker ID' (red X), and 'Account Linked' (green checkmark). Red arrows point to the 'Roster' tab and the three status indicators for both participants.

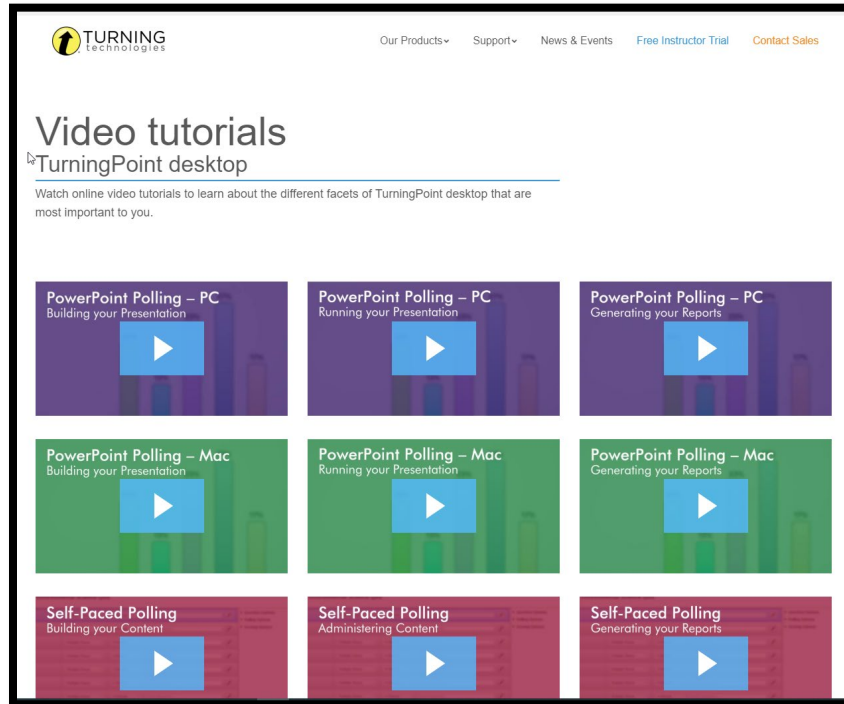
Participant	Subscription	Clicker ID	Account Linked
Congwu Tao cdt150530@utdallas.edu LMS ID: CDT150530	✗	✗	✓
Qin Fang qfang@utdallas.edu LMS ID: ADMINQFANG	✗	✗	✓



You will notice other tabs on the portal, like CONTENT, SCHEDULE, RESULTS, ATTENDANCE, etc. However, at this point, we don't recommend using the web for running Turning Point Polling. So, once you have connected your course/s with TurningPoint, you can exit the web portal and go back into the TurningPoint Desktop program to do everything else.

Create Polling Questions & Conduct Polls in Class

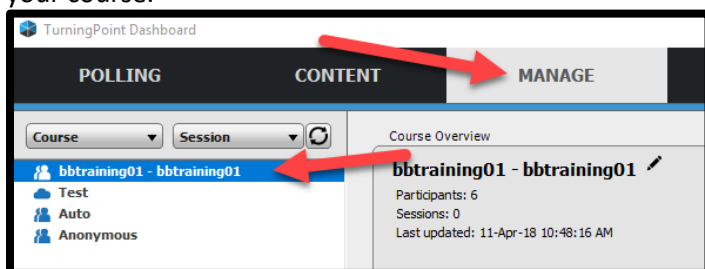
The vendor has posted detailed video tutorials on creating and running polls. Please visit this URL to watch. <https://www.turningtechnologies.com/turningpoint-desktop/video-tutorials/>



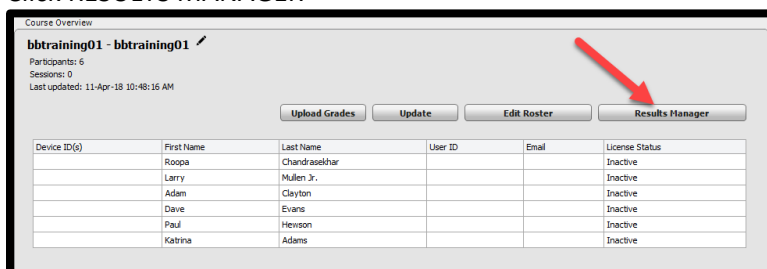
You can also find instructions in your TurningPoint Instructor Handbook. (If you don't have one, contact elearning@utdallas.edu.)

Export polling results to eLearning

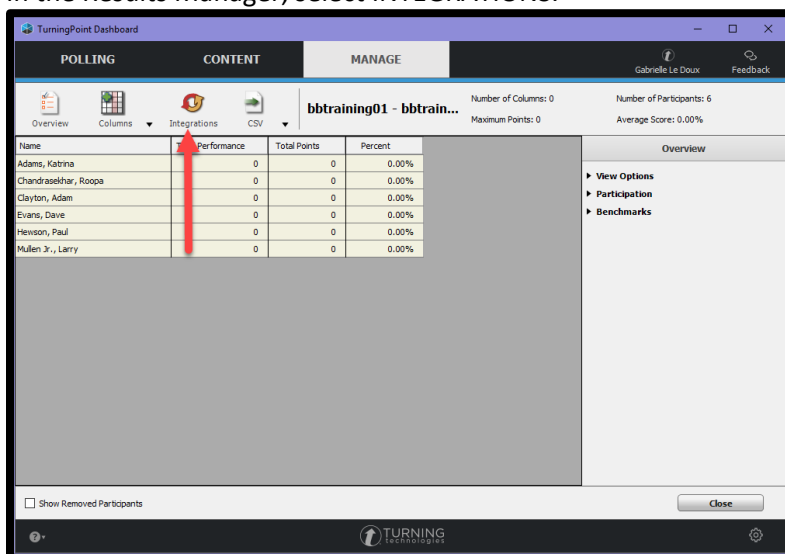
In your Turning Point Program, click on the **MANAGE** TAB > then click on **COURSE LIST** corresponding to your course.



Click **RESULTS MANAGER**



In the Results Manager, select **INTEGRATIONS**.



In the next window, you will be asked to enter server and authentication information.

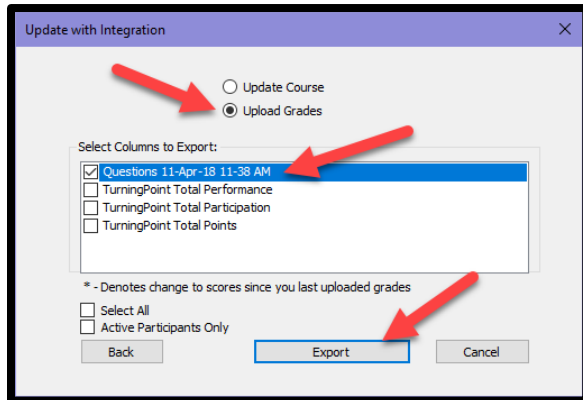
In the **INTEGRATION** field, select "Blackboard".

In the **SERVER ADDRESS** field, type <https://elearning.utdallas.edu>.

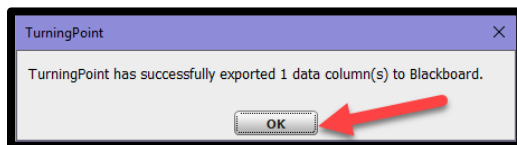
Type in your UTD netid and netid password. Click "Connect".

In the next window, select **UPLOAD GRADES**. Then select the correct column corresponding to your polling session.

Click **EXPORT**.



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

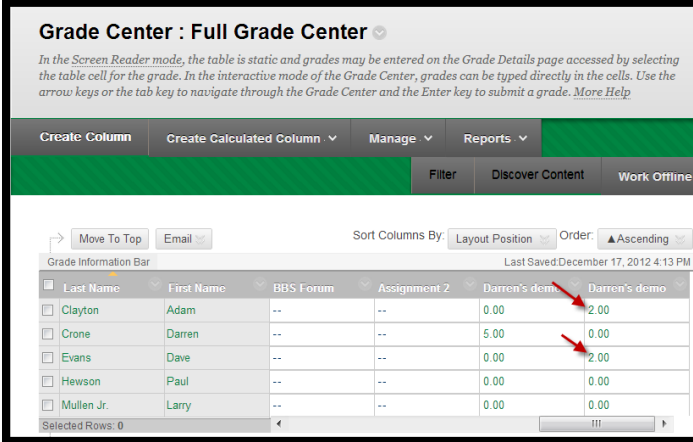


View/ Edit grades

Go to your course in eLearning > GRADE CENTER.

To the extreme right, you will see the newly exported session as a grade column with grades corresponding to the student's performance in the polling session.

You can change the column name as needed.



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

Last Name	First Name	BBS Forum	Assignment 2	Darren's demo	Darren's demo
<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

Selected Rows: 0

The UT Dallas eLearning team provides on-campus training and support services for faculty on Turning Point. Please email elearning@utdallas.edu.