TurningPoint 5 Polling Technology

Generating and Using a Participant List

A Turning Point participant list keeps track of Response Cards (clickers) that have been registered within a course by individual students. The list is then used for tracking student responses and activity during polling sessions. The participant list and the session data it contains can then be uploaded into Bb Learn for inclusion in the course Grade Center, or used outside of Bb Learn for other tracking or grading purposes.

Important note: Prior to any polling event taking place, please contact the School Help Desk with all schedule dates, times and locations of when polling will be used. Communication Technology will provide the receivers to the location where polling will be used. The receivers cannot be left in the room.

Generating a Participant List

1. Log into your Bb Learn course. At the bottom of the course menu,
   in the **Information and Resources** section, click the **Clickers Participant List** link.

   **Note:** Please note that the link is hidden from student view.

Information and Resources

Syllabus

Faculty

Resources

Policies

Web Links

Curriculum Calendar (SoM Year 1)

Peoplesoft Student

E*Value

Student Help

Course Team Help

Clickers Participant List ☑

2. The Turning Technologies Page opens. Click the **Download TurningPoint Participant List** link.

Turning Technologies

E-mail unregistered students   **Download TurningPoint Participant List**

First Name	Last Name	User ID
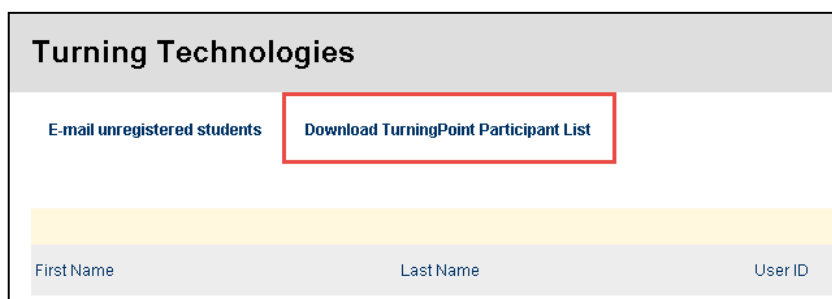
3. The TurningPoint participant list will download in a ".tplx" file format. The filename will include your course Subject and Cataolg number (e.g., FM 108), as well as a date stamp.

4. Double-click the downloaded file to open the participant list. If Turning Point 5 is already installed on your computer, the application will open automatically, and you will see the following screen. Click the **OK** button to import the participant list into TurningPoint. You can also download the TurningPoint software <u>here</u>.
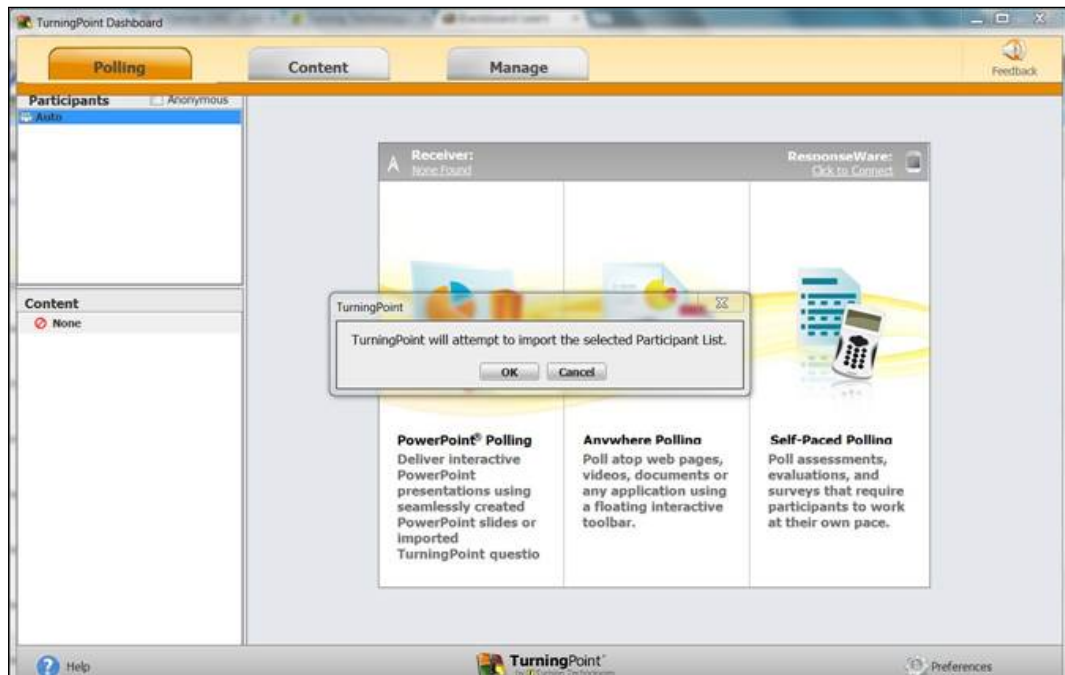
IMPORTANT! A participant list must be imported into TurningPoint prior to running a polling session if you intend to track and save student responses.

5. The participant list will include all course participants, including faculty, staff, and students. As a result, you may wish to edit the participant list to include only students. To do this, click on the **Manage** tab and click on the **Edit Participants** button at the bottom right of the screen.
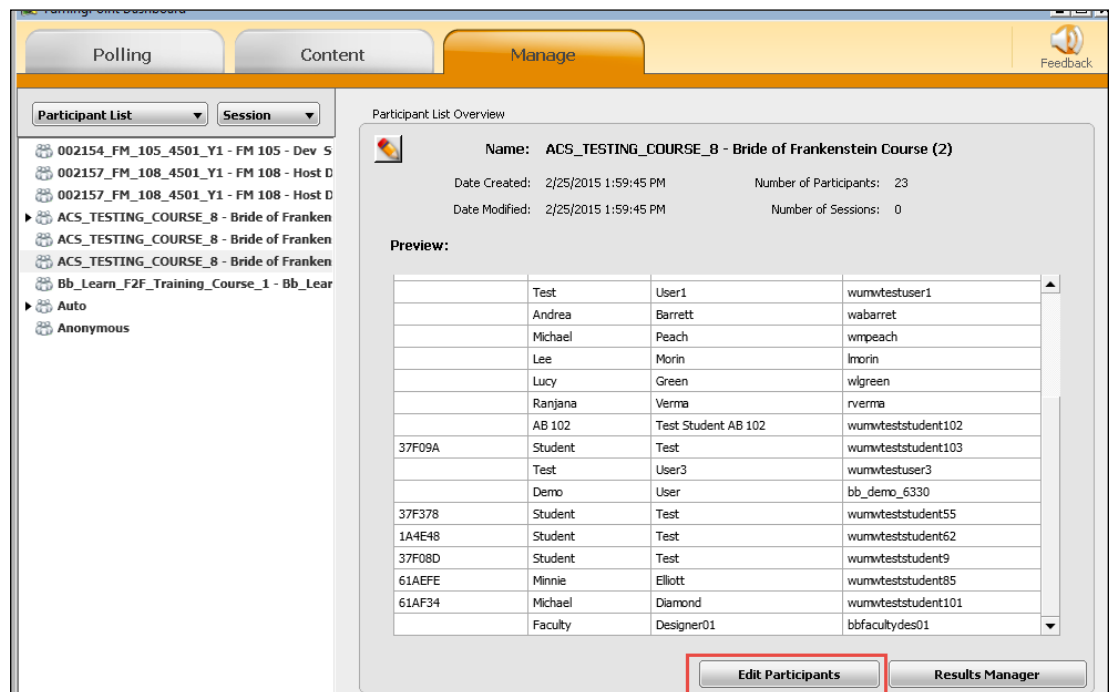
6. A menu will appear at the top of the screen. Click on a participant row to select it, and then click on the **Participants** icon. Choose "Remove" to delete users from your participant list. **Tip**: You can select multiple rows to remove a number of participants simultaneously.

7. Click **Save and Close** to save your updated participant list and return to the Polling tab to conduct your polling session. Once you've conducted a poll and saved the results, you can import the saved data into your Blackboard course.

Using a Participant List

IMPORTANT! A participant list must be imported into TurningPoint prior to running a polling session if you intend to track and save student responses. That information can then be imported back into a Blackboard Learn course.
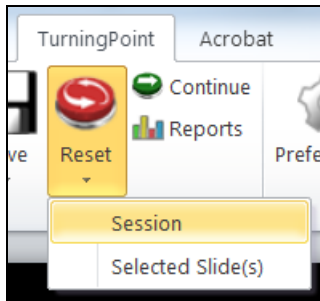
1. Open TurningPoint and choose the **Polling** tab. Select the participant list you wish to use for your session. If the participant list is not already imported into your Participants pane, you can import it from your desktop, thumb drive, or shared drive.

2. Choose **PowerPoint Polling** to enter the polling environment.
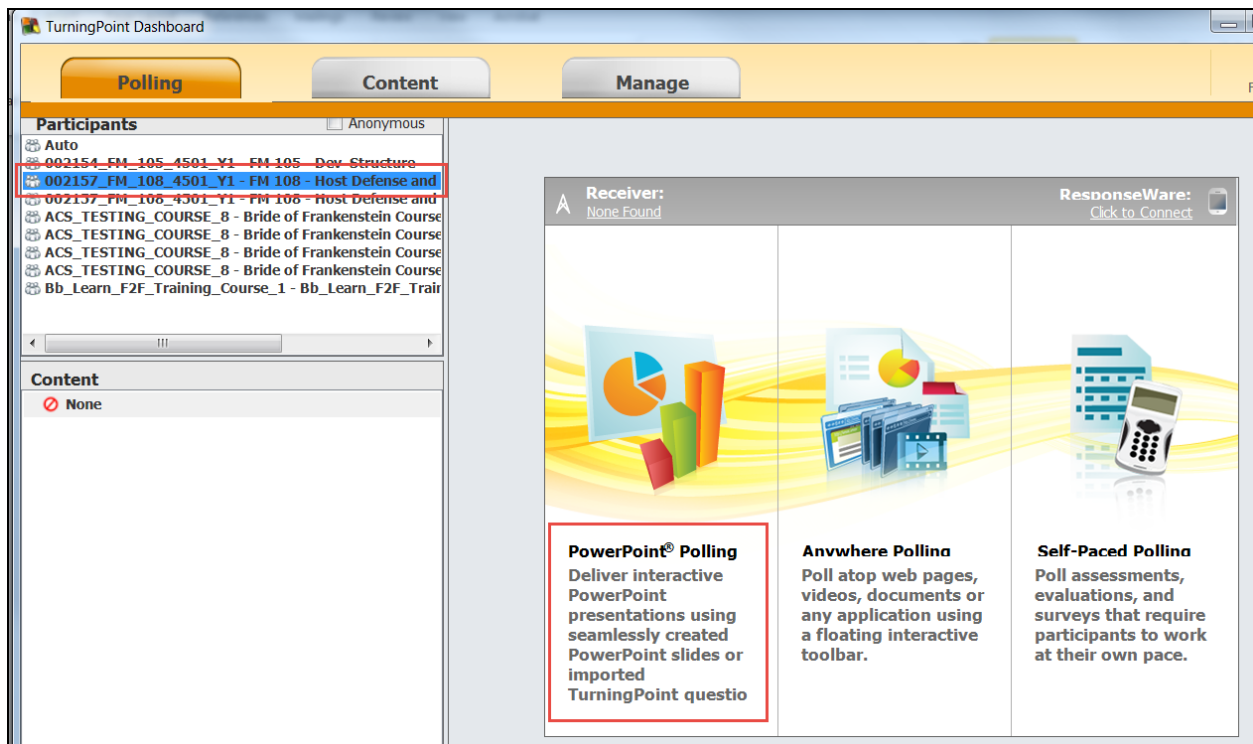

3. You will see the participant list you have chosen in the top menu bar. The participant list name will include the subject and catalog number of the course (ex: FM 108), along with a numerical course ID.
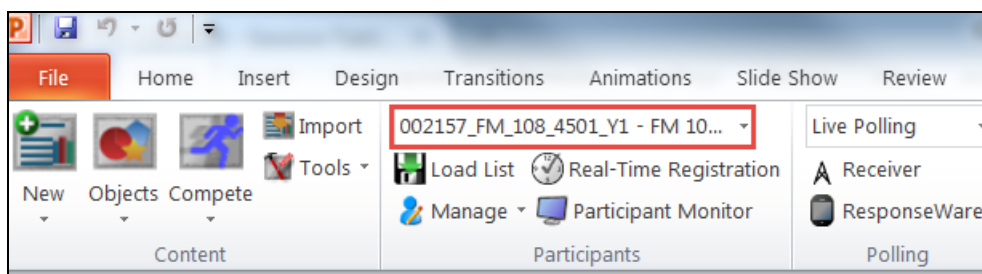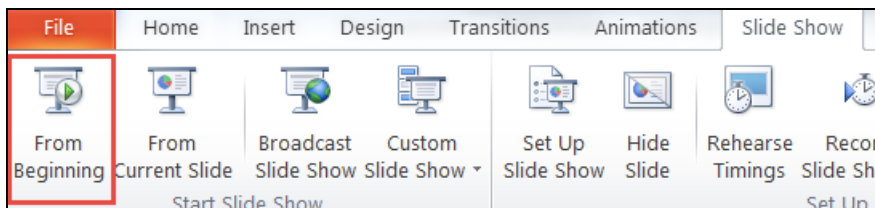
4. Click the **File** tab (in orange) and choose **Open** from the menu that appears. Navigate to your interactive PowerPoint presentation to open it.

5. In the **Sessions pod**, click **Reset,** and then choose **Session** from the dropdown menu.


6. In the **Polling pod**, make sure **Live Polling** is chosen.
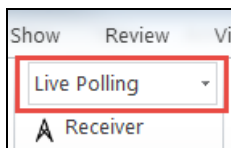
7. Click the **Slide Show** tab, and choose **From Beginning** to start your live presentation.

8. After conducting your polling session, return to the TurningPoint tab, and choose **Save**>>**Save as New Session** before closing the session. By default, your session will be saved with a date and time stamp. If you wish to change your session name, you may do so.
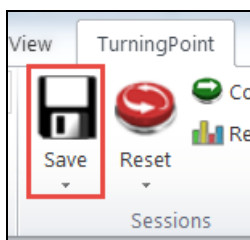
9. Close the presentation to return to the TurningPoint dashboard. You can run a Report on the session you just conducted, edit the session details, or begin a new polling session.