

TurningPoint Help Sheet for Lecture Theatres

4 simple tasks to successfully start a TurningPoint presentation.

IMPORTANT NOTE

Some teaching spaces have a TurningPoint USB receiver permanently fitted. These have the notice shown in Figure 1 displayed near the podium and are listed at <http://tinyurl.com/qhmkwo4>.

Learning Facilities Management provide emergency support for TurningPoint users in centrally managed teaching spaces that have a receiver permanently fitted (see link above).

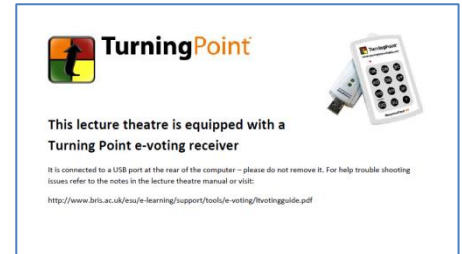


Figure 1

Task 1: Launch TurningPoint

- If you wish to use PowerPoint polling ensure PowerPoint is closed.
- Launch TurningPoint (**START > All programs > Turning Technologies > TurningPoint**).
- Plug in the USB receiver unless you are using a PC that has a one fitted (see note above).

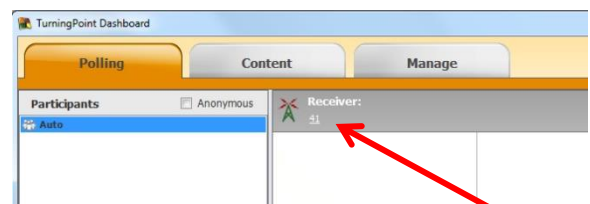


Figure 2

Task 2: Check the receiver is detected and its channel

A number should appear on the TurningPoint dashboard indicating the receiver is being detected and the radio channel it is set to (see Figure 2). The default channel at the University of Bristol is **41**.

Troubleshooting

What if a different number to 41 displays? Unless you have good reason not to, change it back to 41 by clicking on it and using the relevant drop down menu in the Preferences window that opens (Figure 3, arrow A).

What if 'none found' is displayed? If you connected the USB receiver yourself try it in a different USB port. In lecture theatres that have a receiver permanently fitted you should seek technical support.

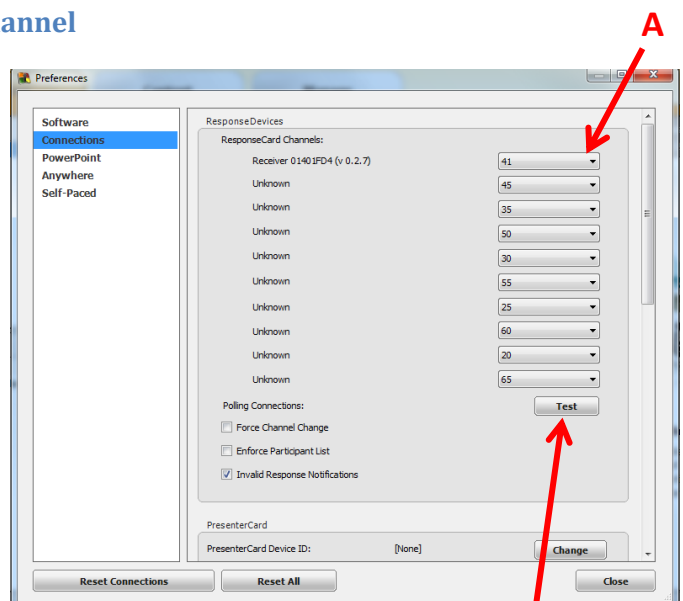


Figure 3

Task 3: Quick test the set up

- In the Preferences window (opened by clicking on the channel number on the dashboard (see Figure 2))
- Click on **Test** (Figure 3, arrow B) to open the Polling Test window.
- Press a numeric button on a keypad – if everything is working correctly you will see the keypad and response detected in the Polling Window (Figure 4).

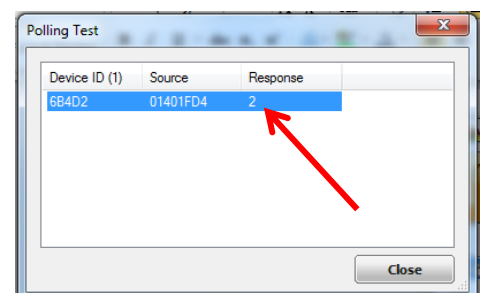


Figure 4

Troubleshooting

- If the response is not detected try: using a different keypad; checking the channel the receiver is set to (refer to Task 2); changing the channel of the keypad (instructions at the end).

Task 4: Open and start your presentation

Using TurningPoint with PowerPoint

- a. On the TurningPoint dashboard click on 'PowerPoint Polling'
- b. Open your interactive PowerPoint presentation
- c. On the TurningPoint ribbon, select **Reset > Session** (Figure 5)
- d. Start your presentation in the usual way (e.g. Push F5)

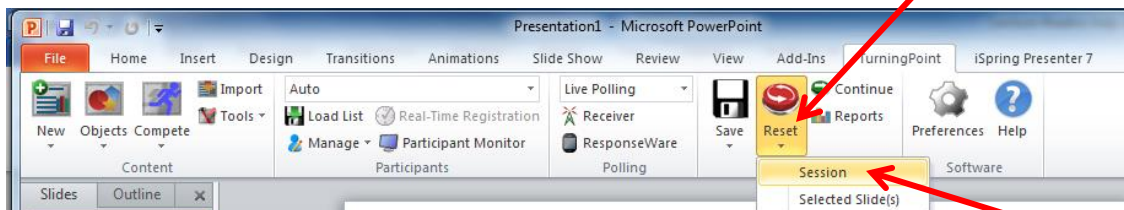


Figure 2

Using TurningPoint without PowerPoint

The steps below relate to the labelled arrows in Figure 6.

- a. On the TurningPoint dashboard click on 'Anywhere Polling'
- b. Load the questions you have prepared by clicking on **Options > Question List**
- c. Reset the session by clicking on **Options > Session > Rest Session**
- d. Show the questions by clicking **Show/hide presentation**
- e. Click on **Open/Close polling** as desired.

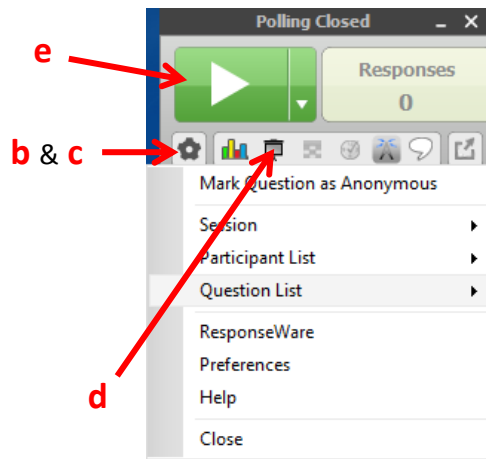


Figure 3

How to change a keypad's channel

Students should only be asked to change their keypad's channel in certain circumstances. For example:

- You suspect an individual's keypad channel has been accidentally changed
- To avoid interference with another nearby TurningPoint session. Ensure that the receiver and all keypads in your session need to be set to the same channel. Remember to get the students to change their keypad's channel back to the default channel (number 41) after the session.

Instructions

- a. Press and release the Ch/Channel/GO button on the keypad
- b. While the light is flashing red and green, enter the two digital channel number, i.e. 41
- c. Press Ch/Channel/GO button again (the light should go green)

Further Information

For further information on training, support and educational practice visit:

<http://www.bris.ac.uk/esu/e-learning/support/tools/srs/>