How to use Turning Point zappers in a Common Learning Space

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This guide shows you how to use Turning Point in Common Learning Spaces.
Insert the receiver into one of the PC’s USB ports.
Log on to the bench PC and start Turning Point. You can find it on the Start menu under All Programs > Teaching Tools.
Alternatively, just type ‘turn’ into the **Start** menu’s **Search** box and click on Turning Point in the list of results.
In a significant change from the previous version, Turning Point 5 now provides a unified interface to all of the program’s features. For example Anywhere Polling enables you to ask on-the-fly questions with any application, not just PowerPoint.
To use a PowerPoint presentation that includes question slides, click on **PowerPoint Polling**.
Office 2013 also has some significant interface changes to the previous version. Click on Open Office Presentations to locate and load your slides.
Click on Computer and then browse to locate and open the PowerPoint file.
If your presentation was created using an older version of Turning Point, a dialog box warns you that the file will be automatically converted. If you save the file, it can no longer be opened by older versions. Make sure you upgrade your office PC or laptop to version 5 to avoid this being a problem.
The automatic conversion does not always work perfectly, especially for presentations created in Turning Point 2. We recommend that you convert your presentations on your office PC or laptop and check they work as expected before using them with students.
Note the new-look Turning Point ribbon, which organises and displays the controls using a clearer layout.
The **Reset** button should always be used at the start of a session to make sure that any previous voting data is cleared before your students vote.
A question to test your students

What did you drink with your breakfast this morning?

1. Tea
2. Coffee
3. Fruit Juice
4. Water
5. Other
6. Nothing

Note the **showbar** at the top of the screen which shows information about the voting. The green area shows that polling is open and students can vote.

You should always include a test question so your students can check that their zapper is working.
A question to test your polling skills.

What did you drink with your breakfast this morning?

1. Tea
2. Coffee
3. Fruit Juice
4. Water
5. Other
6. Nothing

Click the mouse to close polling – note the green area turns red.
Click again to display the results of the vote. The #|% button on the showbar can be used to display the number of votes or the percentage for each answer.

1. Tea
2. Coffee
3. Fruit Juice
4. Water
5. Other
6. Nothing
When you close PowerPoint at the end of the session, a dialog asks if you want to save the changes. In most cases, you can safely choose **Don't Save**; only click **Save** if you want to save the voting charts as they appear.
A second dialog asks if you want to save the response data. In most cases, click **Save** so you can review and analyse the voting data.

If you click **Don’t Save**, the voting data will be discarded and cannot be recovered later.
The voting data is saved by default to the **Turning Point** folder in **My Documents**. You should edit its name to make it easy to identify the session later.
You can save the data file to a USB drive instead if you prefer, but will need to import it into Turning Point before you can view or analyse it.
Click the Manage tab to see a list of the data files you have saved.

Select a file and click the Reports button to review the data.
The default report is \textit{Results by Question}. Use the dropdown list to select a different report.
This is the **Results Detail** report, which shows how each zapper voted. Use the **Export** button to save this as an Excel file for further analysis.

### Session Details

- **Session Name:** Example Session 30-10-2013 16-56
- **Date Created:** 30/10/2013 16:49:07
- **Active Participants:** 3 of 3
- **Average Score:** 0.00%
- **Questions:** 3

### Results Detail

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<th>Q2</th>
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*Note: The image is from TurningPoint Dashboard, a software used for interactive classroom activities.*
Don’t forget to remove the receiver at the end of the session and replace it in the zapper case. These receivers are expensive to lose!