

# Turning Point ResponseWare – tutor guide

ResponseWare is an online service that enables students to participate in votes presented using TurningPoint using their own internet-connected device, such as a smart phone, tablet or laptop. Special apps are available for iOS and Android devices, but students can also vote via a website that can be accessed using a standard web browser.

You can have a mix of students voting using the clicker handsets and ResponseWare with their own device. For example, if you don't have enough clickers for every student, some could use ResponseWare. Alternatively, you might have students at a remote location viewing a lecture via videoconference, and they could take part in votes by using ResponseWare.

Please also add the ResponseWare student guide to your students' Blackboard course.

## Creating an Account

ILaD has been awarded a grant from the Education Enhancement Fund to purchase 250 ResponseWare licences which allow a maximum of 250 simultaneous logins by students. **The licence runs until the end of January 2018.**

- **IMPORTANT:** if you are using your own laptop, please upgrade to TurningPoint v5.
- First, go to the EU **ResponseWare** server at <https://account.turningtechnologies.eu/account/> enter your email address and click the **Create an account** link. You will be asked to choose a password – make a careful note of this.
- Next, email [rwbook@soton.ac.uk](mailto:rwbook@soton.ac.uk) to request an **Instructor account**. You will need to log in to the ResponseWare server every time you use it by typing in your email address and the password you selected.
- If you forget your password, go to <https://account.turningtechnologies.eu/account/> enter your email address and click the **Sign In** link. Then click the **Forgot your password?** link. You will be sent an email that enables you to select a new password.

## Booking ResponseWare

You must use a shared Outlook calendar **rwbook** to book your use of ResponseWare in order to avoid clashes that would exceed the number of licences available. See Appendix A for details.

## Using the European server

In the past, we used the ResponseWare servers in the US. Data protection issues and greater use of Turning Point by European institutions have led to ResponseWare servers based in the EU, and our licences use these.

This means that when you use ResponseWare in a CLS room you will need to connect to the EU server instead of the default US server. This will hopefully get fixed by an iSolutions update. It seems that you only need to do it once for each CLS room – so Turning Point should 'remember' the EU server the next time you use that room. And of course if you use your own laptop you will only need to enter the details the first time.

The address of the EU server is <https://responseware.turningtechnologies.eu/responseware/>

Students who connect via a web browser will need to go to [www.responseware.eu](http://www.responseware.eu)

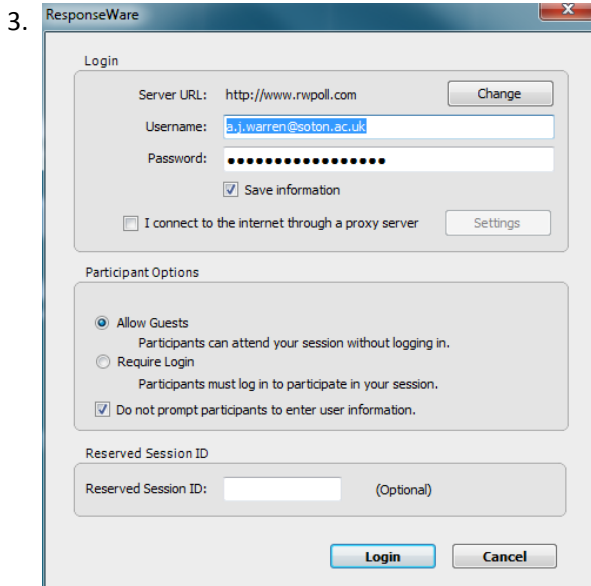
Students who connect via an app on their phone or tablet will need to select the EU server – the student guide includes details of how to do this.

## How to use ResponseWare during a lecture (summary)

1. Start TurningPoint, select **PowerPoint polling** and open your presentation
2. Use the **Red button** on Turning Point toolbar to **Reset** the session data
3. Click the **ResponseWare** button on the Turning Point toolbar:
  - a. Is the Server URL the default US server [www.rwpoll.com](http://www.rwpoll.com) ?
  - b. If so, click the **Change** button, type the EU Server URL and click **Change** to save <https://responseware.turningtechnologies.eu/responseware/>
  - c. Type your ResponseWare username (email) and password
  - d. In the Participant Options section, select **Allow Guests** and **Do not prompt participants to enter user information**, then click the **Login** button.
  - e. Click to accept the terms & conditions of use
4. Write the six-digit **Session ID** where students can easily see it, or ask them to note it down
5. Students vote by joining this session. They should EITHER:
  - a. Open the **ResponseWare app** on their device, access **Settings** menu and choose the European region server (the first time only), type the **Session ID** and click **Join**
  - b. OR browse to [www.responseware.eu](http://www.responseware.eu), type the **Session ID** and click **Join**
6. Run your presentation; students will be able to vote when there is a question on screen
7. At the end of the session, close your presentation and save the data if you wish to.

## How to use ResponseWare during a lecture (detailed version)

1. Log on, plug in the USB receiver, start TurningPoint, select **PowerPoint Polling** and open your presentation.  
(Note that if you are **ONLY** using ResponseWare, you don't need the USB receiver)
2. Click the **Reset** button on the TurningPoint ribbon and choose **Session** to reset all voting data.



Select **ResponseWare** from the TurningPoint ribbon and check to see if the Server URL is the US default (www.rwpoll.com). If so, click the **Change** button and type the EU Server URL:

<https://responseware.turningtechnologies.eu/responseware/>

and then click **Change** again to save it.

Enter your ResponseWare username (usually your email address) and password.

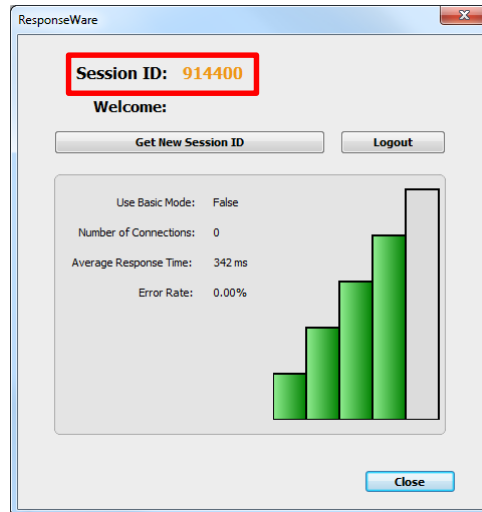
In the Participant Options section, select **Allow Guests** and **Do not prompt participants to enter user information**, then click the **Login** button.



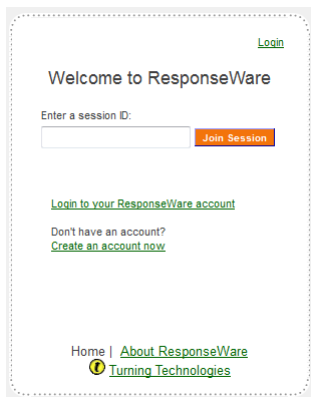
Every time you log in you will need to accept a **Privacy Statement** and a **Terms of Use Agreement**. It's only two clicks...

5. You will be assigned a six-digit **Session ID**, which your students will use to vote.

Write it on a board where students can easily see it, or ask them to make a note of it now.



6. Students vote by joining this session. They should either:
- open the ResponseWare app on their device, choose the European region server (the first time only), type the Session ID and click **Join** or
  - browse to [www.responseware.eu](http://www.responseware.eu), type the Session ID and click **Join**



website



iOS app

7. If you need to remind students of the session ID during your lecture, click the 'radio mast' icon on the Turning Point **showbar** when you are on a voting slide.



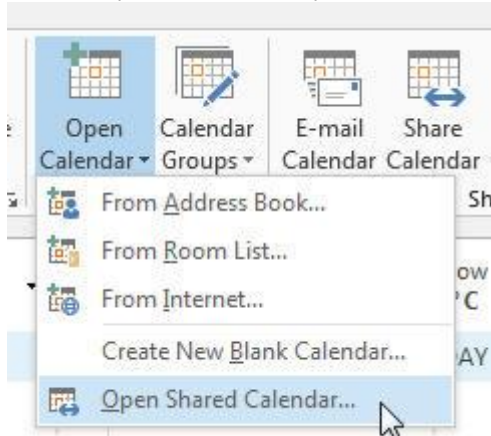
8. At the end of the session, you should select **ResponseWare** from the TurningPoint ribbon and end the ResponseWare session by clicking the **Logout** button. You can then quit PowerPoint and save the response data in the usual way.

*(Note that the ResponseWare session will also logout when you quit PowerPoint)*

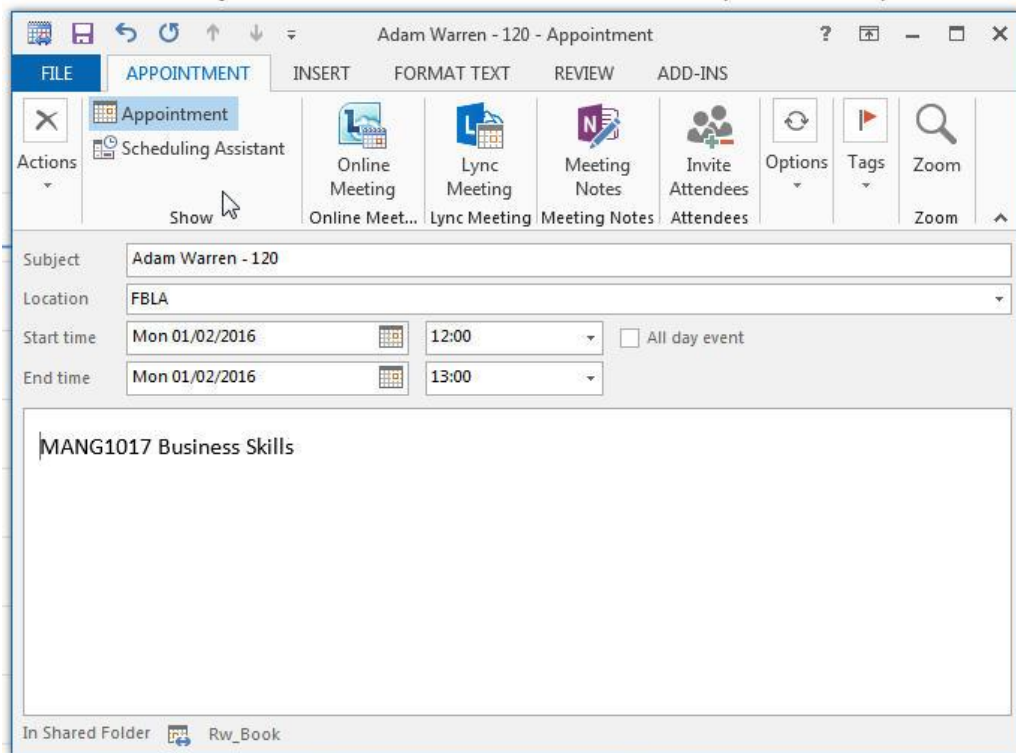
## Appendix A: ResponseWare Booking

A shared Outlook calendar is used to book ResponseWare slots on a first-come, first-served basis.

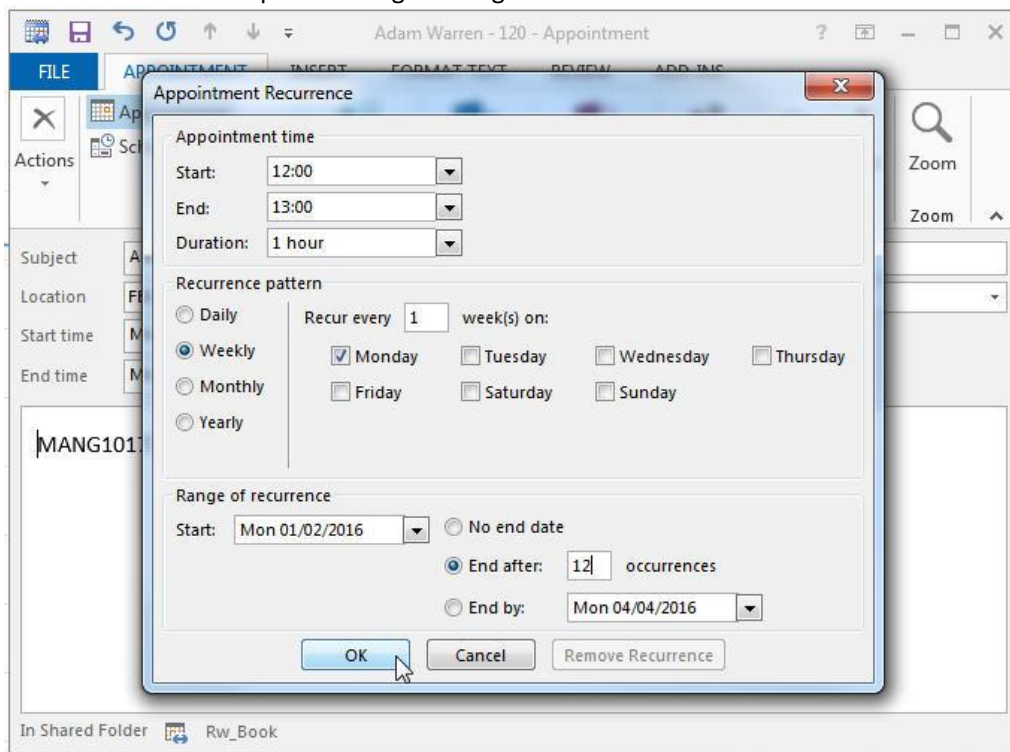
1. Open Outlook and access your own calendar.
2. Choose Open Calendar > Open Shared Calendar from the toolbar:



3. Enter **rwbook** and click OK. The calendar will open alongside your own.
4. Double-click to make a New Appointment and enter the details required:
  - Subject:** your name and the number of licences required
  - Location:** your faculty code
  - Notes:** the module code and title pleaseThese details will be used to assess use and support bids for continued funding.



5. If you need the licences regularly – for example for every session of a module – use the Options button on the toolbar to set up a recurring meeting:



## Are there enough licences?

If your booking clashes with an existing one, make sure that the **total** number of licences does not exceed 250.

- If it doesn't, go ahead and make your booking.
- If it does, don't make your booking and send an email to [rwbook@soton.ac.uk](mailto:rwbook@soton.ac.uk) detailing the clash. Again, this information will be used to support bids for further funding.