

# Quick Start Guide: TurningPoint Anywhere

July 2008  
Version 1.0.0.8066



#### ❖ **TurningPoint Anywhere 2008 – version 1.0.0.8066**

TurningPoint Anywhere is an audience response system that allows a presenter to poll an audience and immediately display the results. This allows for instantaneous feedback for the presenter, as well as keeping the audience engaged by displaying their input.

- Compatible with Windows 2000, XP, and Vista
- Allows the user to open/close polling at any time, regardless of what program is being used as a response topic
- Displays the graph depicting the audience feedback as an overlay or in a window
- TurningPoint Anywhere can be enabled to always run on top, allowing you unrestricted control of polling while still using Windows programs underneath.
- TurningPoint Anywhere allows the use of a Participant List, enabling a presenter to track individual responses
- Allows the presenter to save audience responses, and generate reports on those responses at a later date

## To install TurningPoint Anywhere:

1. **Plug in your TurningPoint USB IR or RF receiver.** Windows will automatically detect the receiver and install the appropriate drivers. The two different types of receivers compatible with TurningPoint Anywhere are shown below.



RF Receiver



IR Receiver

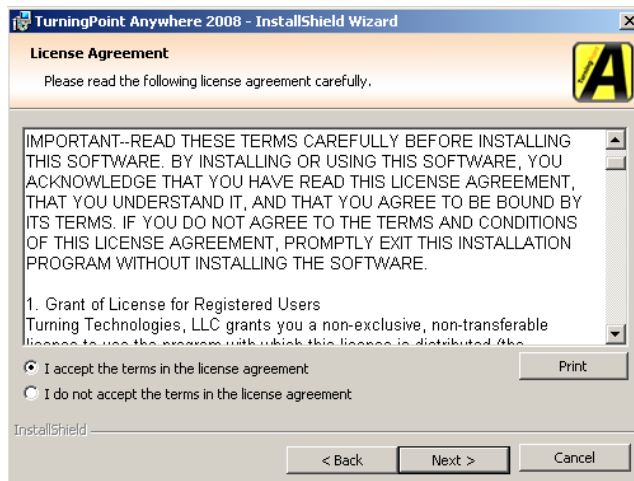
## 2. Double-click on your TurningPoint Anywhere Setup File



3. Click **Next**.

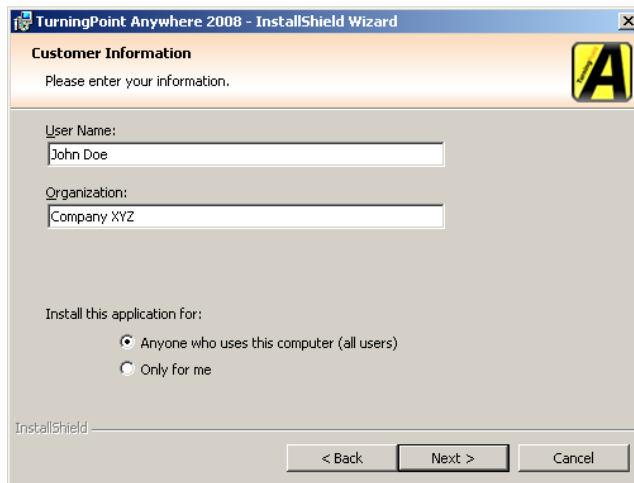
4. Read through the license agreement, and if you agree to the terms, click **"I accept the terms in the license agreement"**

5. Click **Next**.

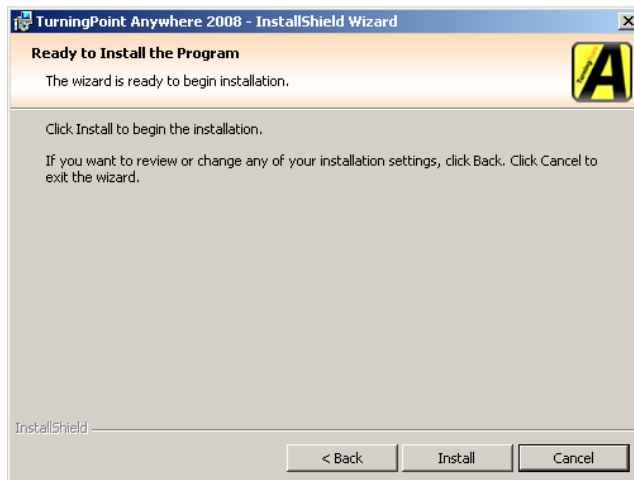


6. Enter you name and Company

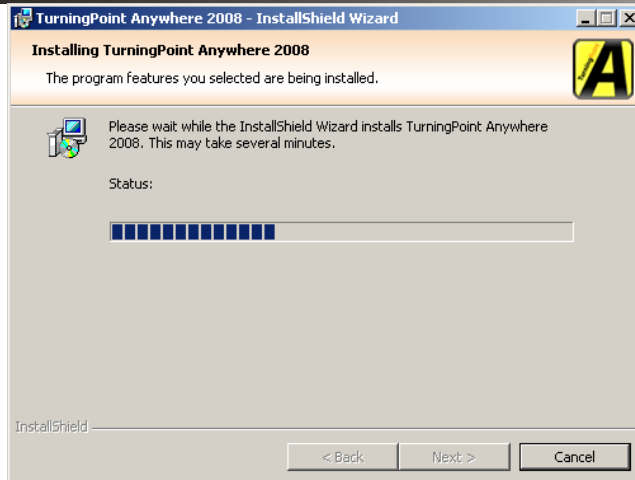
7. Click **Next**.



8. Click **Install** to begin the installation.



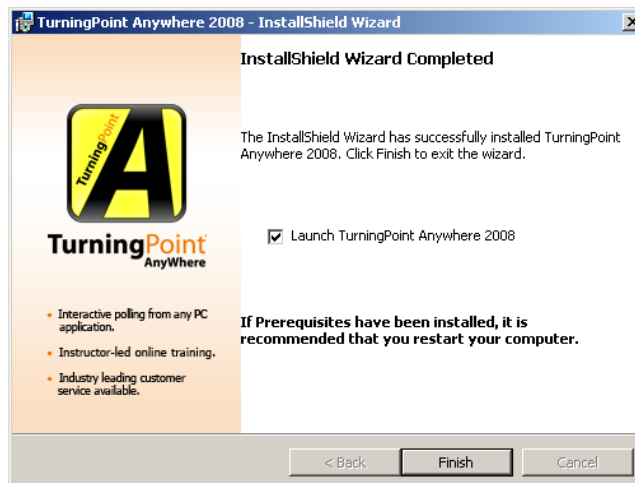
9. TurningPoint Anywhere will then install.



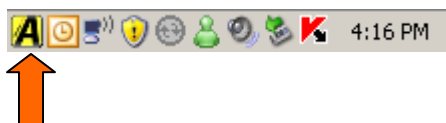
10. Installation will finish, and you will have the option of loading TurningPoint Anywhere.

11. **Check the box**

12. Click **Finish**, and TurningPoint Anywhere will start.

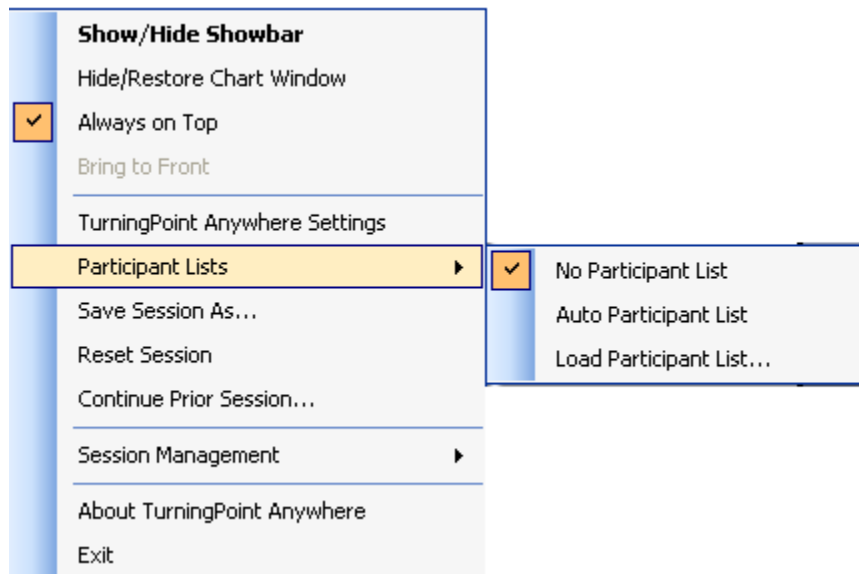


13. When TurningPoint Anywhere starts, you will see the showbar appear, as well as the TurningPoint Anywhere icon in the system tray.

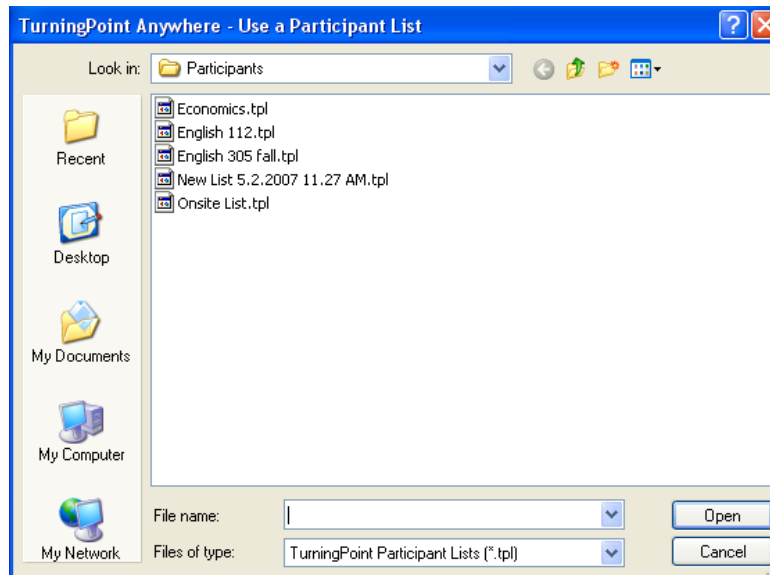


## To Load a Participant List

1. Right click on the TurningPoint Anywhere icon in the windows system tray
2. Choose **Participant Lists**



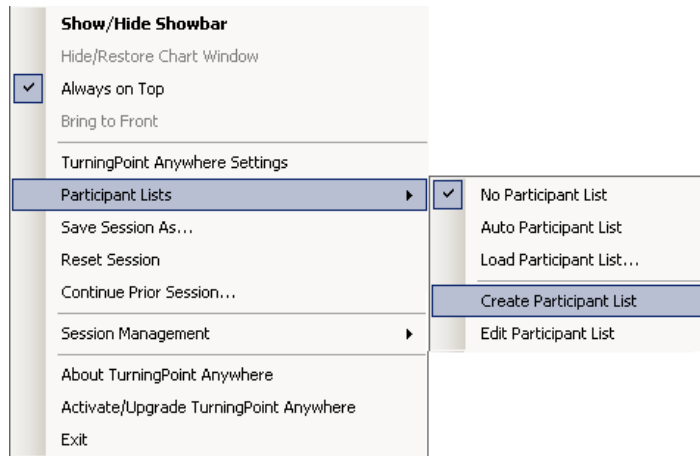
3. From here, you can choose **No Participant List**, **Auto Participant List**, or **Load Participant List**
  - “No Participant List” allows a presenter to run completely anonymous polling.
  - “Auto Participant List” will track Device ID’s only. There is still the ability to run individual reports of audience members’ responses; however, no specific user information will be collected.
  - “Load Participant List” will enable a Participant List, which allows the presenter to track responses and associate those responses with individual information.
4. To load a participant list, choose **Load Participant List** from the Participant List sub-menu.
5. A window will appear, from which you can choose the Participant List you would like to use for the session.



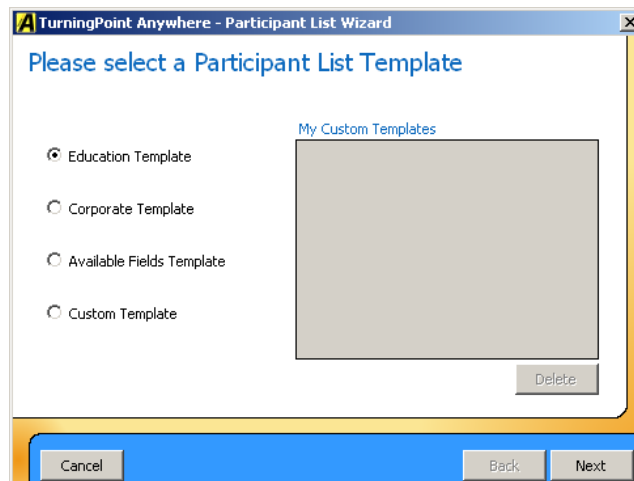
6. Select the list from the window
7. Click on **Open**.

## To Create a Participant List

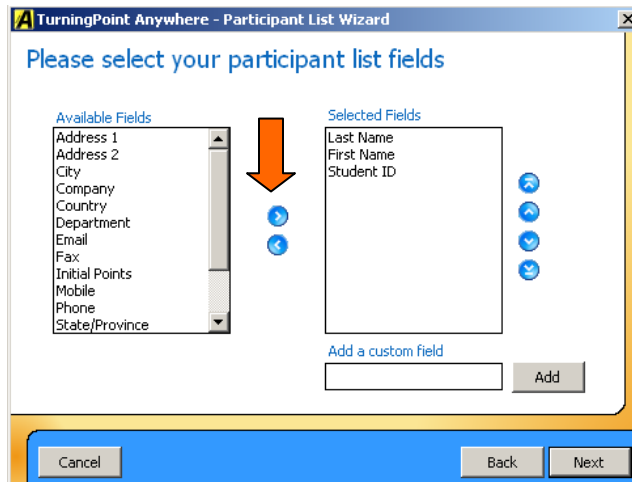
1. Right-click on the TurningPoint Anywhere logo in the system tray
2. Choose **Participant Lists**
3. Select **Create Participant List**



4. Select a Participant List Template. Education is the default template.

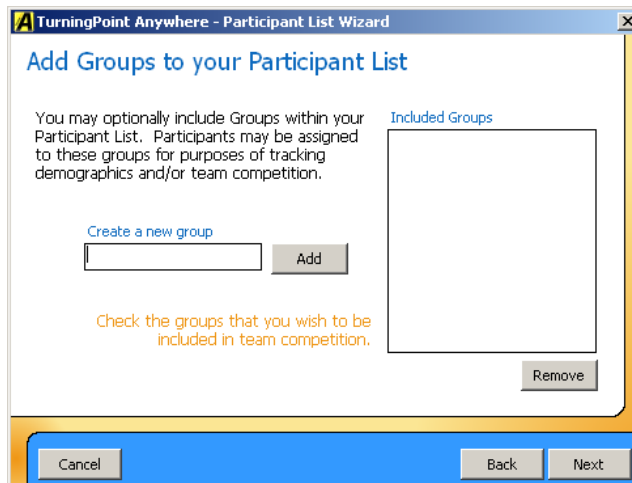


5. Click **Next**
6. Select which fields you want in the Participant List. Fields are going to be the individual information that you choose to track in conjunction with the individual responses. You can add and delete fields using the arrows in the center.



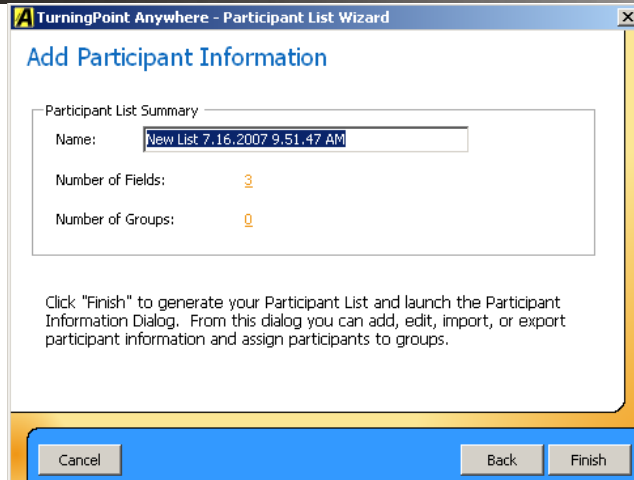
7. Click **Next**

8. You can then add groups to the participant list. Groups can be used for demographics or teams

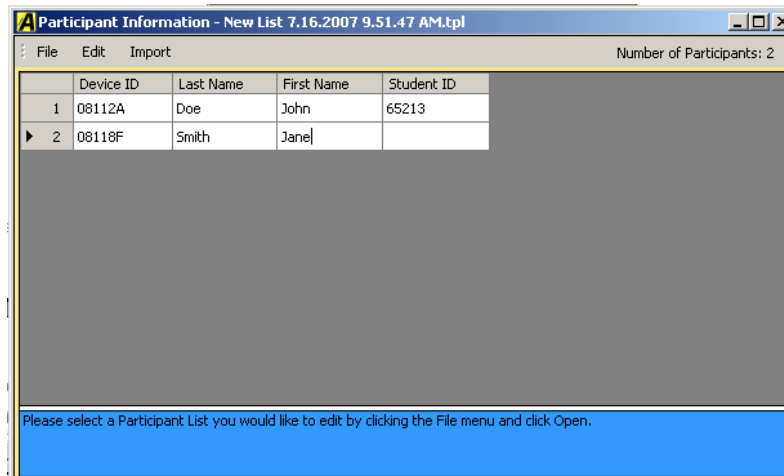


9. Click **Next**

10. **Name your Participant List.** The default name is a date and time stamp.



11. After naming the Participant List, click **Finish**

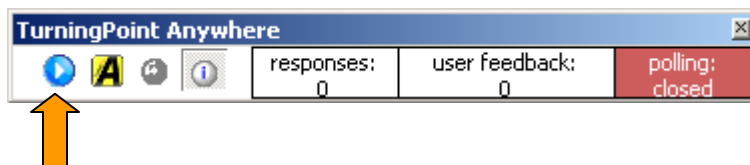


12. Input the relevant individual information into the spreadsheet

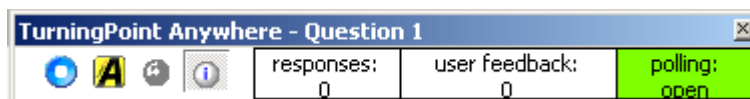
13. Click **Done**

## To Run a TurningPoint Anywhere Session

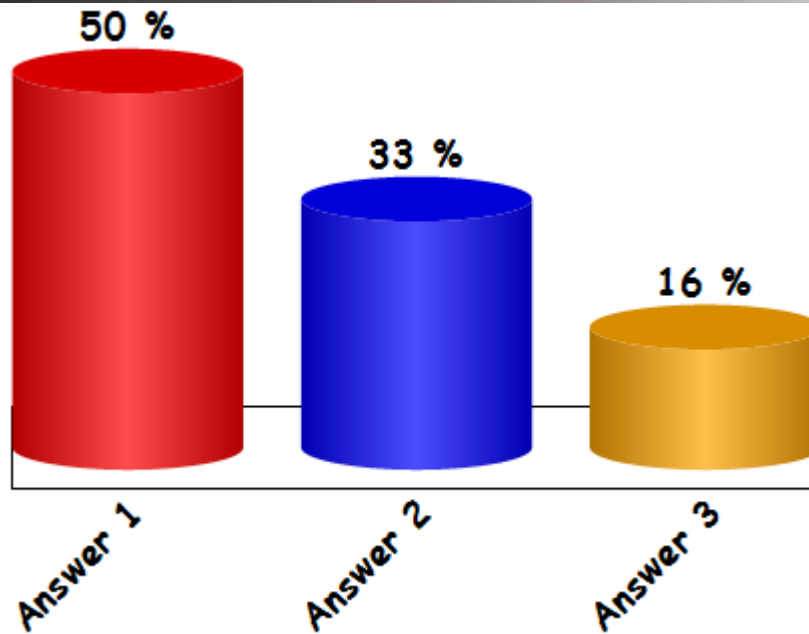
1. Ensure that TurningPoint Anywhere is running by verifying the TurningPoint Anywhere icon in the Windows system tray.
2. Double click on the TurningPoint Anywhere icon in the system tray and adjust any settings you feel necessary within the TurningPoint Anywhere Settings, such as your chart type or your radio frequency channel.
3. Click Open Polling on the TurningPoint Anywhere showbar, which is represented by the “play” icon.



4. Polling will now open, which will be represented by a green polling window on the right side of the showbar. You will now be able to accept responses.



5. While polling is open, the “play” icon will change to a “stop” icon; to close polling and display the chart, click the stop icon.
6. The chart is displayed once polling has closed. The default setting for the chart is to display in overlay, which is shown below. Chart settings can be changed in the TurningPoint Anywhere settings menu.

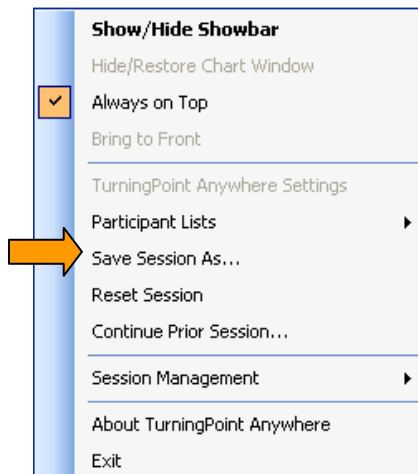


7. To move on to the next question, click the “play” icon again, and it will open polling for the next question.
8. Continue until your session is concluded.

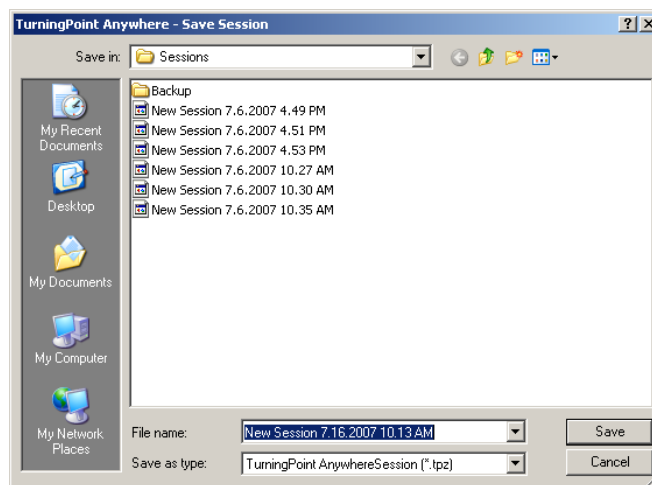
## To Save a Session

After a session is concluded, you can save it so that you can run reports at a later time.

1. Right click on the TurningPoint Anywhere icon in the windows system tray and choose **Save Session As**.



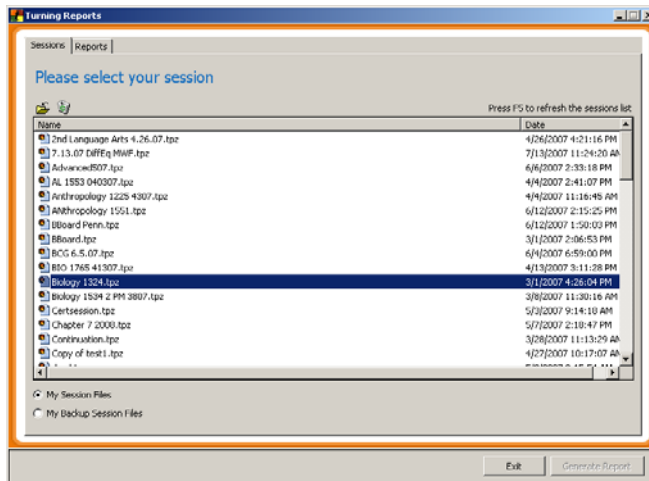
2. The default name for a saved session will be a date and time stamp, but it can be renamed to a more relevant file name.
3. The session will be saved to the TurningPoint sessions folder, unless otherwise specified. Session data is comprised of the audience responses, as well as any included participant information.



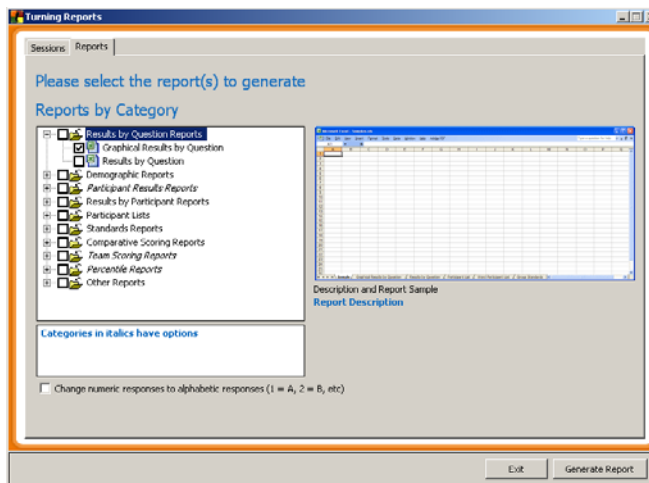
4. Click **Save** to save your session data.

## To Run Reports

1. In the TurningPoint Anywhere Program Folder, load Turning Reports.
2. Double click on the session file you would like to run reports from.



3. Expand the reporting category that you want to run from, and then select the individual report.



4. After selecting all the reports you want to run, click on **Generate Report**.
5. The report(s) will then generate, and will be viewable in Microsoft Word or Excel.

Session Name: Biology 1324.tpz  
Created: 7/16/2007 10:21 AM

1.) Where is Turning Technologies located?	Responses	
Gary, Indiana	7	23.33%
Punxsatawney, PA	8	26.67%
Youngstown, OH	9	30%
Charleston, WV	6	20%
<b>Totals</b>	<b>30</b>	<b>100%</b>

