



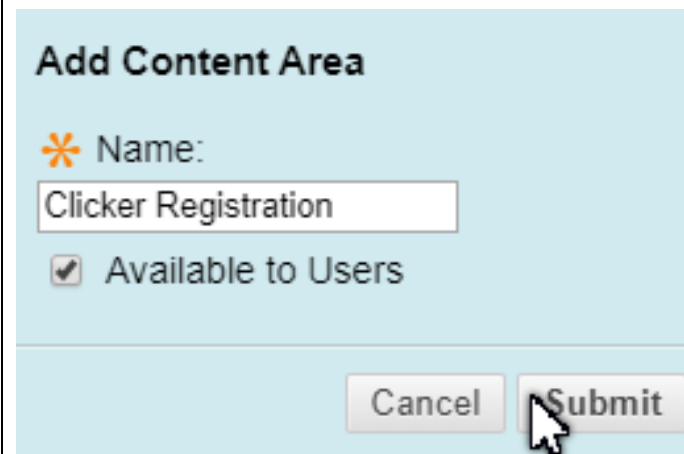
# TurningPoint Mobile clicker basic PowerPoint lecturer guidelines

Steps	Links and information
<b>A. Register and Download Software and setup TurningPoint Dashboard and ClickUP</b>	
<b>1. Register with TurningPoint</b> for a lecturer licence? <b>(Please use your university email address)</b>	<a href="https://info.participate.co.za/up20-tt-requestform/">https://info.participate.co.za/up20-tt-requestform/</a>
2. Receive an e-mail from <a href="mailto:account@turningtechnologies.eu">account@turningtechnologies.eu</a> with instructions to log in and create your username and password. Please check your SPAM folder if you do not receive the account registration e-mail within 24 hours after completing the registration form	If you cannot locate the email in your spam, you can proceed directly to <a href="https://instructor.turningtechnologies.eu/#/">https://instructor.turningtechnologies.eu/#/</a> and do the following: <ul style="list-style-type: none"><li>• Click get started and type in your email address – Please ensure you use the same email address that you login to ClickUP with.</li><li>• Click on Create Account</li><li>• A verification e-mail will be sent to your e-mail account</li><li>• Locate e-mail and click on TurningPoint account verification</li><li>• Complete account registration form</li><li>• <b>Select Europe/Africa/ Middle East / Russia region</b></li><li>• You will now be able to sign into TurningPoint</li></ul>
3. Download the TurningPoint Desktop to my PC or MAC? Select the TurningPoint desktop version. Install it, following the prompts.	<a href="https://www.turningtechnologies.com/downloads/turningpoint-desktop/">https://www.turningtechnologies.com/downloads/turningpoint-desktop/</a> <a href="#">For more information about technical requirements for MAC</a> <a href="#">For more information about technical requirements for PC</a>

## B. Link your ClickUP module to your TurningPoint account

You now need to create a link in your clickUP module to allow students to registers their TurningPoint account. The following steps will guide you.

1. [Sign in to ClickUP](#) using your UP-portal username and password.
2. Search for the course which you want students to use the mobile clicker application or to register their mobile clicker account.
3. Access the course and click on the plus sign.
4. Add a content area.
5. Name the content folder **“Clicker Registration.”**
6. Make the link available to the users.
7. Click Submit.



**Add Content Area**

\* Name:  
Clicker Registration

Available to Users

Cancel Submit

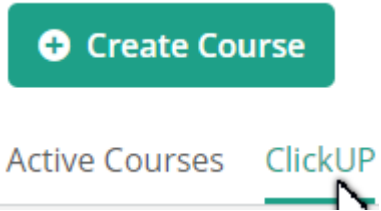
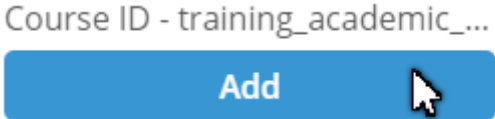
## Steps

8. Click on the “*Clicker Registration*” link
9. Click on *Build Content*. [1]
10. Select the **Turning Account Registration link** [2]

## Links and information

The screenshot shows a dark grey header with three dropdown menus: 'Build Content', 'Assessments', and 'Tools'. The 'Build Content' menu is expanded, revealing a light blue background with two columns of options. The left column is titled 'Create' and includes: Item, File, Audio, Image, Video, Web Link, Learning Module, Lesson Plan, Syllabus, Course Link, Evolve Content, Turning Account Registration (highlighted), Content Package (SCORM), and Interactive Videos & Content. The right column is titled 'New Page' and includes: Content Folder, Module Page, Blank Page, Mashups, Flickr Photo, SlideShare Presentation, and YouTube Video. A blue circle with the number '1' is placed over the 'Build Content' header, and a blue circle with the number '2' is placed over the 'Turning Account Registration' option.



Steps	Links and information
12. Press <i>Submit</i> .	
13. Click on the link that you have just created to access the Turning Courses web. 14. Click on the <i>ClickUP</i> tab once you've logged in.	
15. Select the courses that you want to use clickers with. 16. Your chosen course will now appear in the <i>Active Courses</i> tab. Your class-list will sync on a daily basis to your TurningPoint software courses.	
17. Your students will use the same link that you created for your course to access their student profile on TurningTechnologies. They should only ever have to do this process once to be linked to their ClickUP profile.	<h2 data-bbox="770 938 1249 986">Register your Clicker</h2> <p data-bbox="770 1070 1332 1102"><b><u>Register your clicker device / account</u></b></p> <p data-bbox="848 1129 1805 1169">Please use your @tuks.co.za email when registering your clicker.</p>

Steps

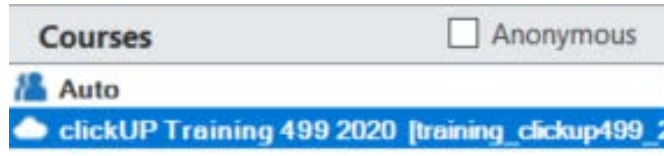
Links and information

## C. Access TurningPoint and your class list

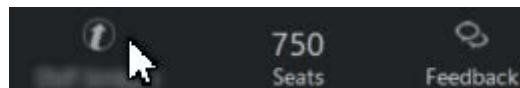
1. Locate the *TurningPoint* icon on your desktop to access your TurningPoint Dashboard software.
2. Login with your **same email address** that you log in to ClickUP with.
3. Ensure that you again select Europe/Africa/ Middle East / Russia region.
4. Click *Continue*.



5. Once loaded, you should see your class list(s) under the Courses section.
6. If your selected clickUP course does not display under the courses section, please log out, and log in again.



7. On the top bar of the TurningPoint Dashboard, you can click on your name to quickly access the Instructor website: <https://instructor.turningtechnologies.eu/#/>



Steps

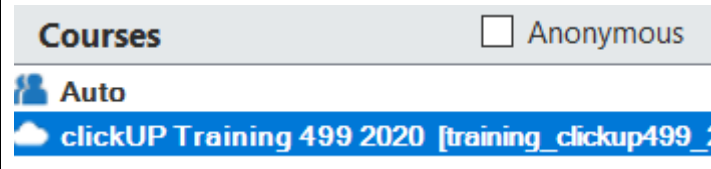
Links and information

## D. Before class: Create a Session ID

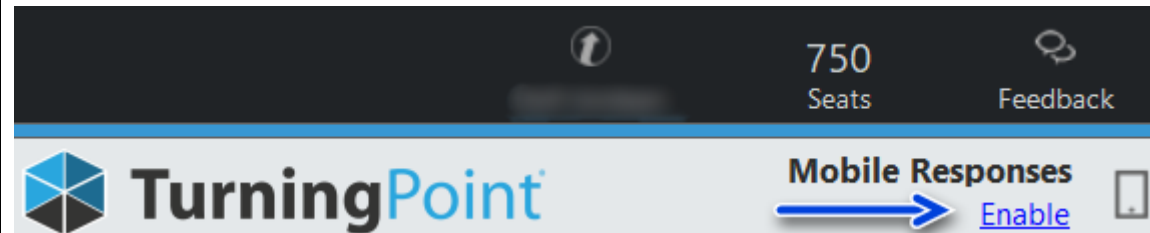
### Reserve or create a unique session ID

A session ID is a unique Identifier to link students enrolled in your selected course with a specific session.

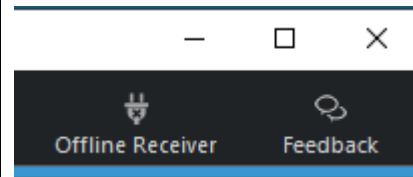
1. Access the TurningPoint Dashboard Software
2. **Remember** to select your course code before you start the session or select the Session ID



3. A session ID must be enabled for participants to use the TurningPoint app
4. Click Enable Mobile Responses in the upper right corner of the TurningPoint Dashboard
5. **Ensure that you have 750 seats** allocated to your license. Contact [support@participate.co.za](mailto:support@participate.co.za) if you require more than 750 seats or if you do not see 750 seats allocated to your account.



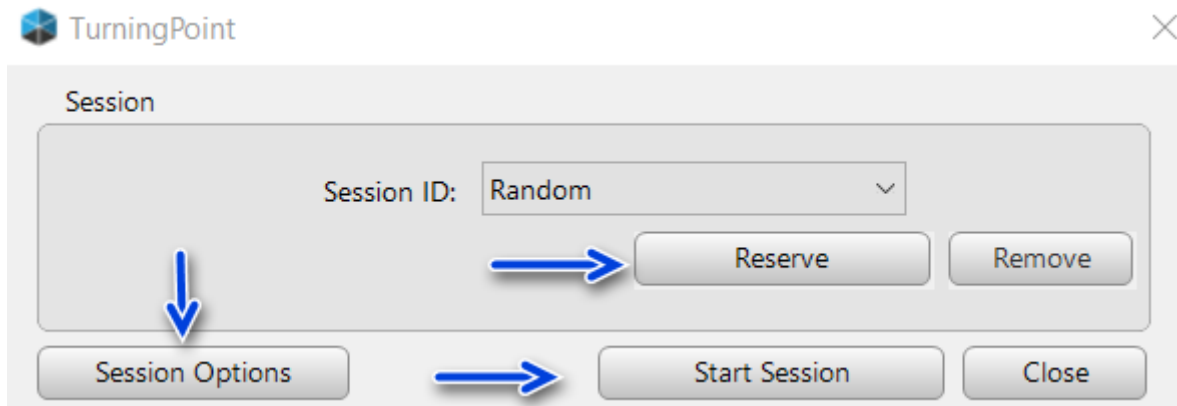
6. If you see "Offline Receiver", you will need to close *TurningPoint* and then open it again with an active internet connection.



## Steps

7. You can reserve a permanent Session ID by using the reserve function, or you can use a random Session ID if Random is selected in the Session ID drop-down list.
8. Evaluate the Session Options to take note of options available.
9. **You must provide the session ID to your students**

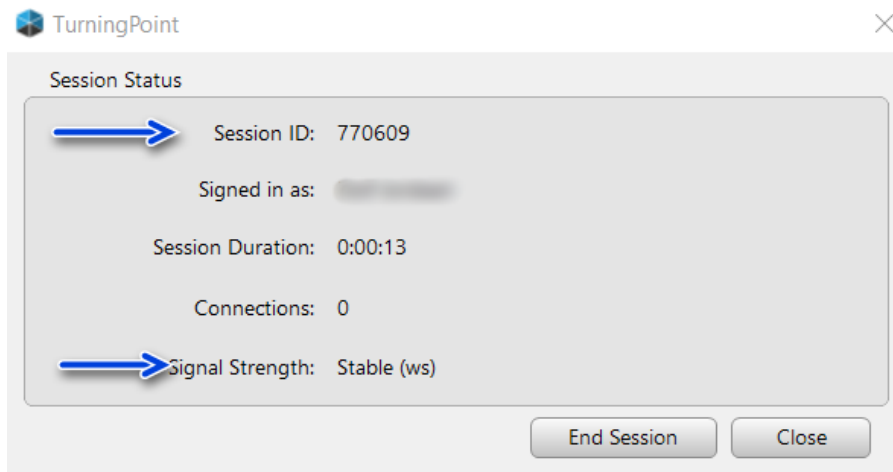
## Links and information



10. Note the session ID. The specific session ID displayed was randomly generated.
11. You need to provide this Session ID to the students BEFORE you ask questions.
12. Note your Signal Strength.

**NB:** The lecturer computer MUST have a stable internet connection. We recommend that:

- Where possible, to use a LAN cable in the lecture venue.
- Ensure that you can connect to the internet before you activate a session.
- Connect and set-up at least 5 minutes before the start of class.

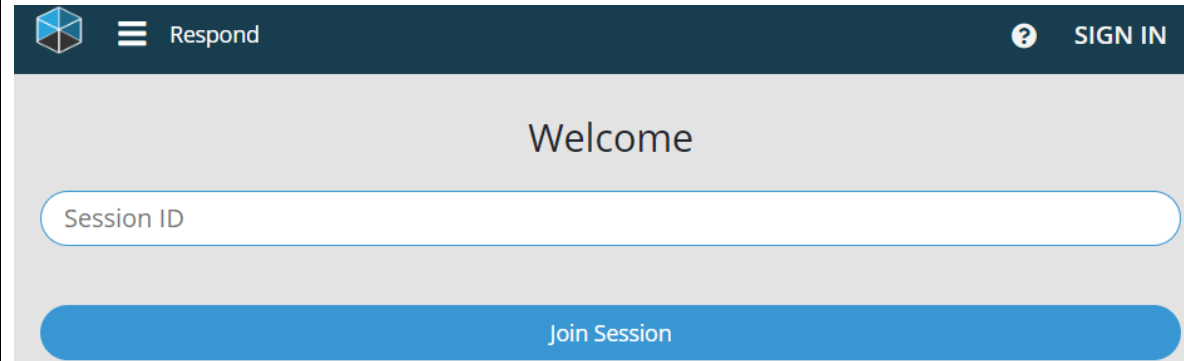




## Steps

13. Note: Participants can open their Turning point mobile app and type the session ID provided.
14. Note: Students can use the link below to access through any internet-enabled device if they don't have an APP installed on their phones:  
<http://tppoll.eu/>

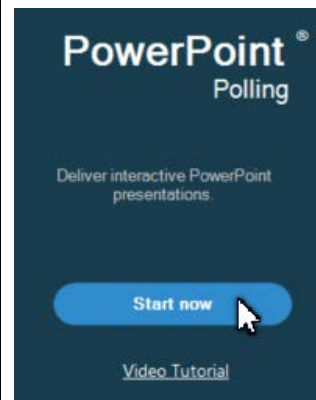
## Links and information

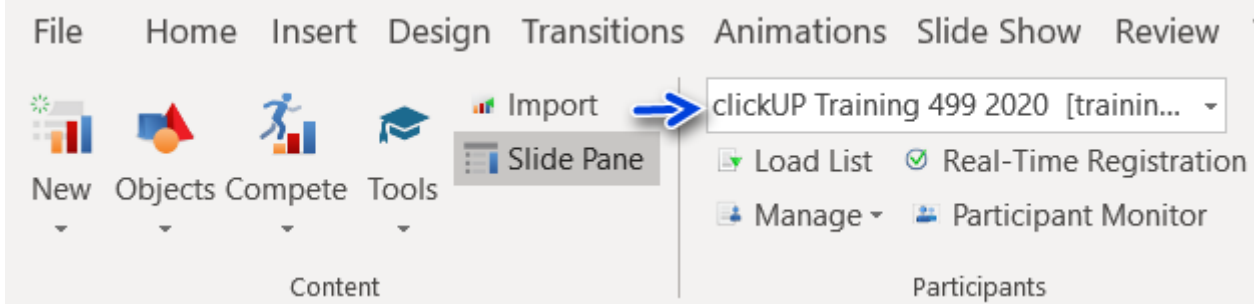
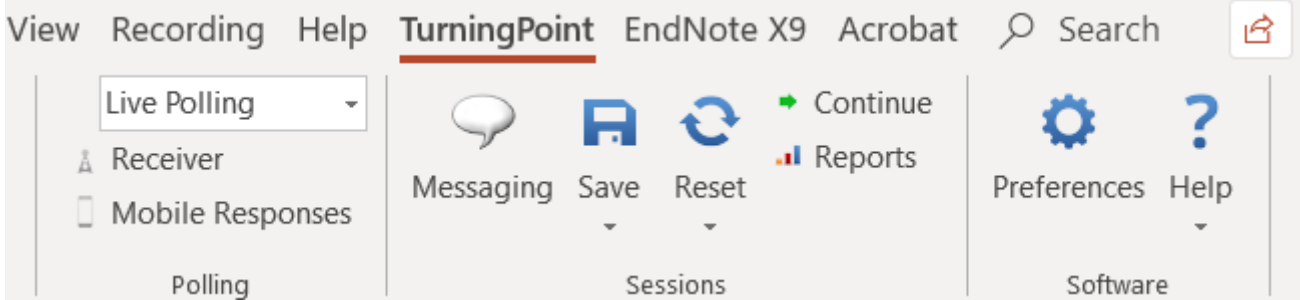
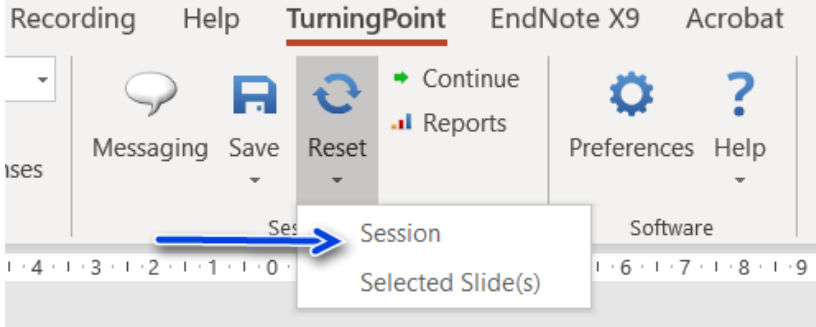




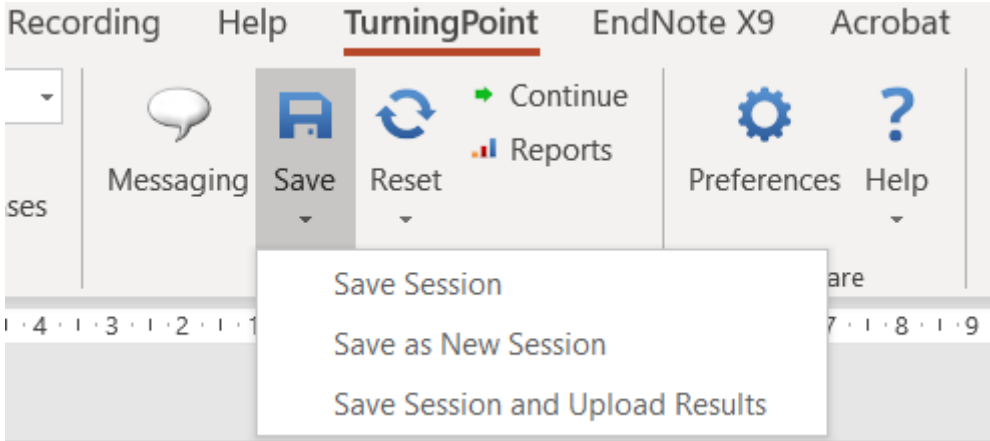
## E. During class

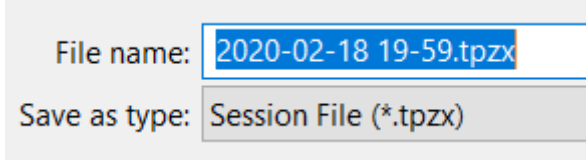
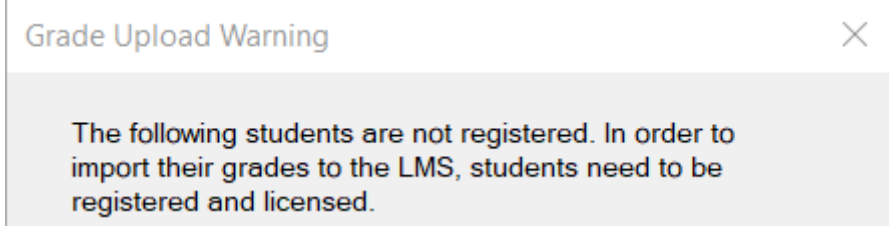
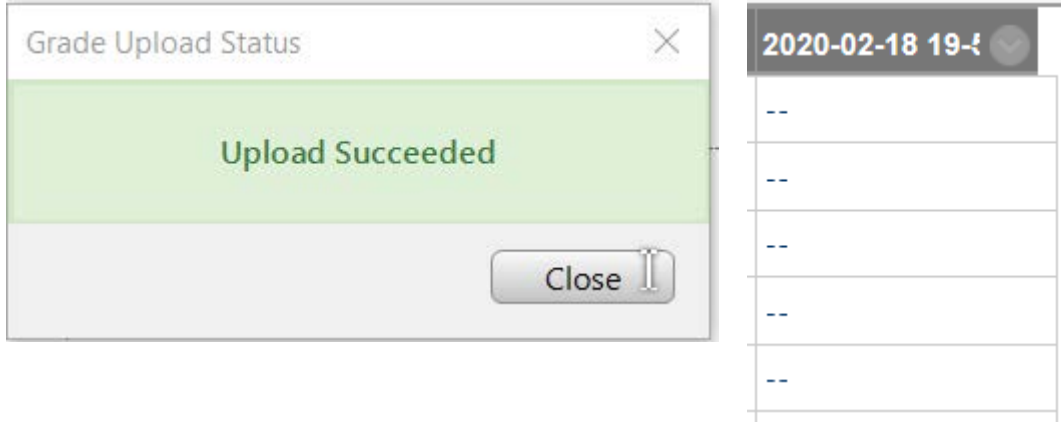
### Use PowerPoint Polling

1. Lecturers must close all open PowerPoint presentations before starting PowerPoint Polling via the TurningPoint Software, to access the TurningPoint ribbon within PowerPoint.
2. Press **start now** in the PowerPoint Polling section.



Steps	Links and information
<p>3. The system will take you to the selected PowerPoint and open the TurningPoint Ribbon.</p> <p>4. You can start developing your question slide using the New question option OR you can activate your already prepared slide show with questions.</p> <p>5. The ribbon will display the selected course.</p>	
<p>6. Please consult the <a href="#">following links</a> to assist you with building and running a presentation or follow the steps indicated in the <a href="#">running the presentation</a> document.</p> <p>7. <a href="#">PowerPoint Polling information</a></p> <p>8. Please review the Preferences settings.</p>	
<p>9. <b>Remember to reset your session before starting a new session using PowerPoint.</b></p> <p>10. Ensure that all Graphs or other question type visuals display no previous results.</p>	

Steps	Links and information
<p>11. Activate your presentation through the normal PowerPoint slide show function.</p> <p>12. The polling bar will appear. If the polling is not automatically activated (See Preferences), you need to click within the question to enable the question.</p>	
<p>13. Click in the slide to start the timer if activated, to countdown the time remaining for the students to answer the question, or</p> <p>14. Click in the slide again to stop the polling and to display the results.</p>	
<p>15. Complete and close the Slideshow.</p> <p>16. If grades were allocated to questions the session data can be saved and upload into clickUP.</p> <p>17. Click the Session Save and Upload Results to integrate grades with clickUP.</p>	

Steps	Links and information
<p>18. Save the session in the selected folder and give it a unique name. Remember that the name of the session will appear in the Grade center in clickUP.</p>	
<p>19. If students who participated in the session are not yet registered through the Clicker Registration link in clickUP their names will appear. Remember that the data is saved in the TurningPoint System and the data will be retained until the students complete their registration.</p> <p>20. Lecturers will be able to re-sync data.</p>	
<p>21. An upload Succeeded message will display.</p> <p>22. The grade center column will display the grades of the session.</p> <p>23. Remember to <b>END</b> the session in the TurningPoint Dashboard and <b>RESET</b> your session.</p>	

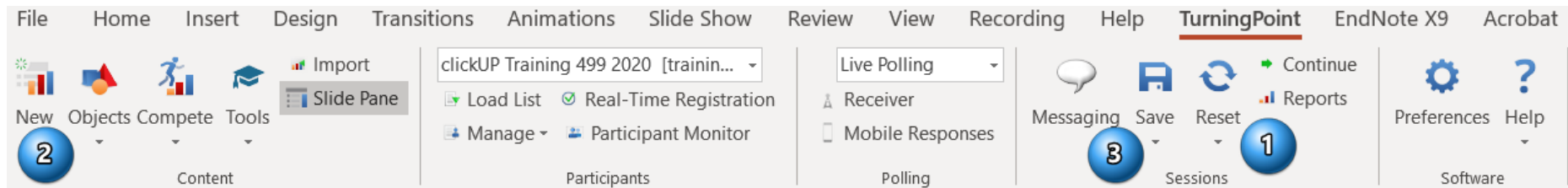
## F. Summary of basic Turningpoint steps after registration and installation of software:

1. Open the TurningPoint Dashboard Software
2. Enable Mobile
3. Select session ID (Use reserved ID or random)
4. Select clickUP course (Use auto or select your course)
5. Open your PowerPoint lesson presentation
6. Reset Session on TurningPoint ribbon
7. Run Presentation in slideshow mode
8. Save Session on TurningPoint Ribbon
9. Save Presentation (Optional)
10. Generate reports (Optional)

## G. Summary of 3 basic steps in TurningPoint Dashboard software after clickUP courses have been selected

The screenshot displays the TurningPoint Dashboard interface. At the top, there are navigation tabs for POLLING, CONTENT, and MANAGE. The right side of the header shows '750 Seats' and a 'Feedback' icon. Below the header, the 'Courses' section is visible, with a list of courses including 'Auto' and 'clickUP Training 2020'. A blue circle with the number '2' is overlaid on the 'clickUP Training 2020' course. Below the courses, there is a 'Content' section with a 'None' option. The main area of the dashboard features three large blue panels, each representing a different polling method. The first panel is 'PowerPoint Polling', described as 'Deliver interactive PowerPoint presentations', with a blue circle containing the number '3' overlaid on it. The second panel is 'Anywhere Polling', described as 'Poll with any application using a floating toolbar'. The third panel is 'Self-Paced Polling', described as 'Poll your students at their own pace'. Each panel includes a 'Start now' button and a 'Video Tutorial' link. In the top right corner of the main area, there is a 'Mobile Responses' section with an 'Enable' link and a blue circle containing the number '1' overlaid on it. The TurningPoint logo is centered in the top of the main area.

## H. Summary of 3 basic steps in TurningPoint PowerPoint Ribbon



## i. Additional resources and advice

- Clicker help sites
  - [UP Lecturers and student and FAQ content](#)
  - [TurningPoint Quick Start Guides and Videos for PC and MAC](#)
  - [TurningPoint Videos](#)
- [Anywhere polling: Add interactive questions anytime, anywhere](#)
- [Give self-paced assessments](#)
- TurningPoint Mobile application
  - [Android User Guide](#)
  - [iOS User Guide](#)
  - [Browser User Guide](#)
  - [Technical Specifications](#)
- [User Guides](#)
- [PowerPoint Polling](#)