## A. Register for a TurningPoint account and add a Student Registration link in ClickUP

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<tbody>
<tr>
<td>1. Register with TurningPoint for a lecturer licence? (Please use your university email address)</td>
<td><a href="https://info.participate.co.za/up20-tt-requestform/">https://info.participate.co.za/up20-tt-requestform/</a></td>
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</table>
| 2. Receive an e-mail from account@turningtechnologies.eu 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 [https://instructor.turningtechnologies.eu/#/](https://instructor.turningtechnologies.eu/#/) and do the following:  
  - Click get started and type in your email address  
  - Click on Create Account  
  - A verification e-mail will be sent to your e-mail account  
  - Locate e-mail and click on TurningPoint account verification  
  - Complete account registration form  
  - Select Europe/Africa/ Middle East / Russia region  
  - You will now be able to sign into TurningPoint |
NB: 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. Log out from the TurningPoint Dashboard software.
2. Sign in to ClickUP using your UP-portal Username and password
3. Search for the course which you want students to use the mobile clicker application or to register their mobile clicker account.
4. Access the course and click on the plus sign.
5. Add a content area.
6. Name the content folder “Clicker Registration.”
7. Make the link available to the Users.
8. Click Submit.
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<td>9.</td>
<td>Click on the “Clicker Registration” link</td>
</tr>
<tr>
<td>10.</td>
<td>Click on Build Content.</td>
</tr>
<tr>
<td>11.</td>
<td>Select the <strong>Turning Account Registration</strong> link</td>
</tr>
</tbody>
</table>
Steps

12. Add the suggested instructions for the students to follow.

The following instructions are guidelines for students:

- Please make use of your @tuks.co.za account as this is the only email address that the system will recognise. Create a password that will be easy for you to remember in future.
- You will receive an email in your Tuks e-mail account from Turningpoint with a link in. Go to your email and click on the link to verify your account.
- When you have clicked on the link it will again take you to the Turningpoint webpage. It is going to ask you two questions:
  - It is going to ask for a "Subscription ID". Scroll down and click "Skip"
  - It is then going to ask for a "Clicker ID". Scroll down and click "Skip"
- This should take you to a screen which has a block with "Blackboard" in and an icon of a little green tick. It means you are finished with the process.
- If you are using a mobile phone, please go into your app store and search for "TurningPoint". The app has a hexagon logo with different shades of blue.
- Download and install the app onto your phone.
- Once the app has downloaded, open the app.
- You will now be asked to log in - **make sure to use your @tuks account** and the password you just created.
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<td>1. Note: Participants can open their Turning point mobile app and type the session ID provided.</td>
<td><img src="ttpoll.eu" alt="Welcome screen" /></td>
</tr>
<tr>
<td>2. 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</td>
<td><strong>ttpoll.eu</strong></td>
</tr>
</tbody>
</table>
B. Accessing your Courses via TurningTechnologies.EU

1. Users, once done with creating their account and linking their modules, can Sign In on a web browser via instructor.turningtechnologies.eu

   - Lecturers can also access their account via ttpoll.eu

   - Click on your profile link on the top right, and select “Instructor Account”

   - Students will only have participant accounts, where lecturers have both participant and instructor status.
2. Go to the **ClickUP** tab and find courses that you want to use with TurningPoint.

3. Click ‘Add’ to make the course active. It will move automatically to the ‘Active Courses’.

4. On the ‘Active Courses’ tab, you can ‘Select’ your course.
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<td>5.</td>
<td>Users can organise, start building content, edit scheduled sessions and manage all the content for sessions.</td>
</tr>
<tr>
<td>6.</td>
<td>Users can start building content (Questions) by clicking on ‘Create Content’.</td>
</tr>
<tr>
<td>7.</td>
<td>If desired, separate folders can also be created to manage content.</td>
</tr>
</tbody>
</table>
C. Creating online content via TurningTechnologies.EU

1. Users need to initially ‘Create Content’, which will create a new content container.

2. If you have already created a content container, you can click on the ‘Manage’ button to access the content.
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<td>3.</td>
<td>Users can create questions by selecting the type of questions they want to add. Click the <strong>down arrow</strong> to access questions and select the question type you planning to use.</td>
</tr>
<tr>
<td>4.</td>
<td><strong>Note:</strong> Web Polling has a limited number of question types compared to the PowerPoint question types. See <a href="#">question types</a>.</td>
</tr>
<tr>
<td>5.</td>
<td>As users build question types, the list of questions created will be displayed. Users can click and drag to reorder questions.</td>
</tr>
<tr>
<td>6.</td>
<td>Users can edit the question or delete the question if necessary, by click the <strong>Edit</strong> function in the top right of each question.</td>
</tr>
<tr>
<td>7.</td>
<td>Users can click <strong>Start</strong> to activate the Live Polling session in class. Please note the session ID as indicated below.</td>
</tr>
<tr>
<td>8.</td>
<td>Users can also <strong>Schedule</strong> the session for a specific time period, by clicking the schedule option.</td>
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</table>
D. Running a web-based session via TurningTechnologies.EU

1. When users click ‘Start Session’ the session ID will be immediately be accessible for Live Poling.

2. The Session ID will be automatically and randomly generated, unless you have a default session ID already created. It is displayed on top of the window, in the middle of the TurningPoint Polling Bar during live polling, which can be shared with Participants.

3. All the participating candidates will display on the top right of the screen. A lecturer can see how many students have joined the session, and how many responses have been received to the question.

4. Users can ‘End Session’ at any stage. A popup will be displayed to confirm this action. The user will be taken back to the ‘Content’ page.
5. Users can also ‘**Show Results**’, and afterwards ‘**Hide Results**’.

6. ‘**Show Results**’ will show the results as they are being voted (similar to ‘Show results during polling’ within PowerPoint.

7. **Note;** Every time the user ends their session, the session data remains in the **Content Dashboard**, to be used for the next lecture.

   If using random session ID’s, the system will generate a new session ID for the next session.
E. Resources available within each Course

1. The previous steps explained the basic steps for Content building. Please visit the TurningPoint helpsite or download the following document for more information how to build content and running web poling sessions.

2. Using the Roster in Web polling:
The Roster is used to monitor: Students/Participant’s registration. Users can see all the student’s registration status within the linked module or course. It will show how many students registered for the session.

3. Users may need to ‘Update Course’ in order to sync the course with the current integration – ClickUP. This will allow the course to accommodate late registrations. New students will be automatically added to the roster.
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<td>4. If students have not yet completely linked their accounts to the module, users can ‘Email Participants’, based on their status of registration. It is recommended to enforce all students to Create Account.</td>
<td><img src="image" alt="Email Participants" /></td>
</tr>
<tr>
<td>5. Students <strong>DO NOT</strong> require a subscription, but do require to have an <strong>Account Linked</strong> to be active on the roster. Students with physical keypads can link their clickers to their profile.</td>
<td><img src="image" alt="Account Linked" /></td>
</tr>
<tr>
<td>6. <strong>Scheduled</strong>/scheduling session during your lecture plan: All the scheduled content will display under the Schedule tab. Users can edit the scheduled sessions to change session dates and times.</td>
<td><img src="image" alt="Scheduled" /></td>
</tr>
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7. When scheduling the session, users can select the starting date and time as well as the ending date and time. Users can decide how participants may sign in. Users can also select schedule to submit the settings.
8. All the scheduled content will be displayed under the Schedule tab.

9. By clicking on the Content’s menu button, users can edit the session details (if not yet active) or delete the scheduled content if the session is completed.

10. Users can share the link with the participants, if the course is not yet completed.
11. **Results**: Analyses and export.  
   NB: Using Web Polling can limit users from manipulating data according to the user’s expectation. For instance, you cannot exclude graphics when exporting data.

   We recommend PowerPoint Polling if detailed analysis is required, because a variety of options are available in the PowerPoint reports.

   Follow the PowerPoint Polling Guidelines to download results.

12. By default, results will show from the **Web Polling Gradebook**, which is the TurningPoint Gradebook. Users can view and edit grades for participants. **Please Note**: The Gradebook relates to Web Polling grades and **not clickUP**.

13. **Gradebook** can be edited and **exported** directly to **ClickUP** from the web gradebook. The graded TurningPoint folder will appear under **Full Grade Centre** on ClickUP.
14. **Sessions:** All the conducted sessions and in progress sessions results are also accessible.

15. After running your session, the system automatically save your sessions as reports in the cloud gradebook.

Users can edit the report by clicking on selected reports. Users can Rename, Move or Delete the report by clicking on the top left of each report.
16. After clicking on **Session Reports**, users can access reports per **Question**, **Participant** or **Guest**. These reports can be edited and can be exported according to the user requirements. Note: Sessions reports can only be exported to a device as a XLSX file. It cannot be directly exported to the Gradebook as indicated in step 13.
17. Users can take and view Attendance Register for participants in their course. The Student must be registered in the course as students in order to appear in the attendance register.

A. Users must edit the Attendance settings to use location-based attendance. It is important to start with the settings in order to organise your GPS location distance.

B. After clicking the Attendance Settings you need to turn on the location-based attendance, for the system to populate the GPS MAP. Users can set the distance which students can able to access attendance register. This will help you to trace where was the student located when assigning attendance register.

C. The location map will appear to see the venue where the session is taking place.

D. After editing the Attendance Settings users can open the Attendance register to allow students to register their availability during the session.
**Steps**

**NB:** Please communicate with the students to prepare their devices to mark themselves present, as the popup message will immediately appear on their device screens.

E. The Attendance register can be exported to **ClickUP** or directly to the user’s device as a **CSV File**.

An upload Succeeded message will display.
18. **Course Settings**: Provides support for students to master the content through reviewing their previous session feedbacks and have access to entire content for revision. Users must enable this setting in order for students to have access to information.

A. **Participant View Grades**: Allows students to view a list of the completed sessions along with earned points within the course. Students can evaluate their performance by selecting any of the completed sessions to view their Grades.

B. **Participant Review Sessions**: Will allow participants to review a completed session to help them better understand the content and refine their knowledge in the subject matter. Students will access questions that were difficult during polling. They can use the session contents to revise those questions in order to master their subject content.
F. 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 Users Guide
  - iOS Users Guide
  - Browser Users Guide
  - Technical Specifications

- Users Guides

- PowerPoint Polling