

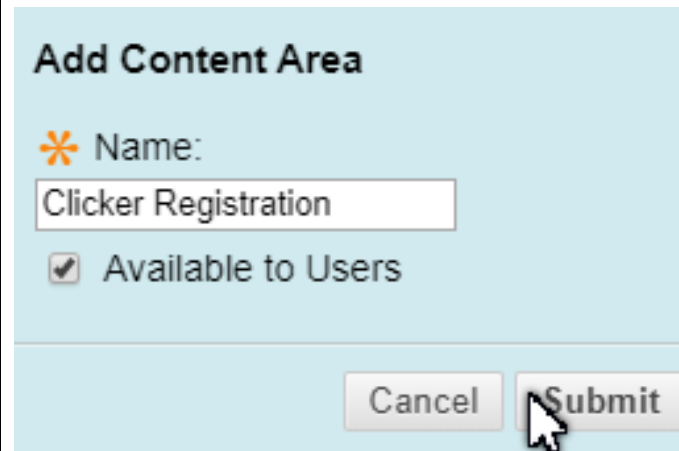


TurningPoint Web Polling lecturer guidelines

Steps	Links and information
A. Register for a TurningPoint account and add a Student Registration link in ClickUP	
1. Register with TurningPoint for a lecturer licence? (Please use your university email address)	https://info.participate.co.za/up20-tt-requestform/
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/#/ and do the following: <ul style="list-style-type: none">• 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.



Add Content Area

* Name:
Clicker Registration

Available to Users

Cancel Submit

Steps

9. Click on the "Clicker Registration" link
10. Click on Build Content.
11. Select the **Turning Account Registration link**

Links and information

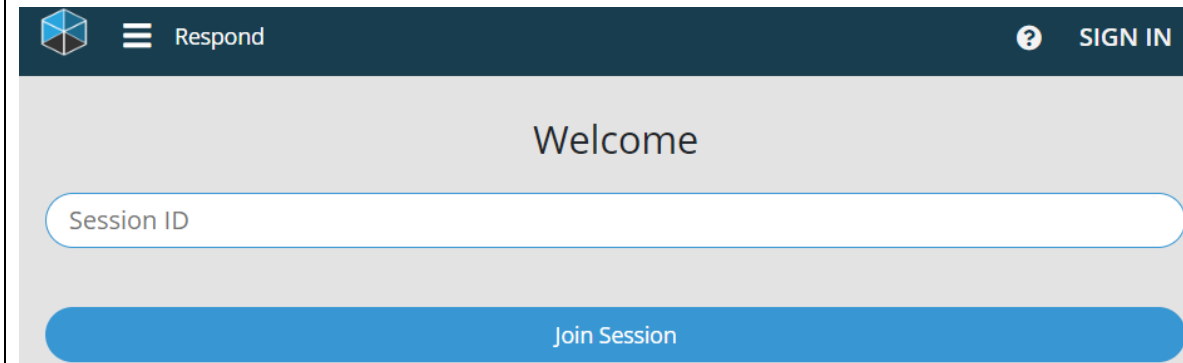
The screenshot shows the 'Build Content' dropdown menu. The menu is divided into two columns. The left column is titled 'Create' and includes options: Item, File, Audio, Image, Video, Web Link, Learning Module, Lesson Plan, Syllabus, Course Link, Evolve Content, Turning Account Registration, Content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

Steps


1. Note: Participants can open their Turning point mobile app and type the session ID provided.
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

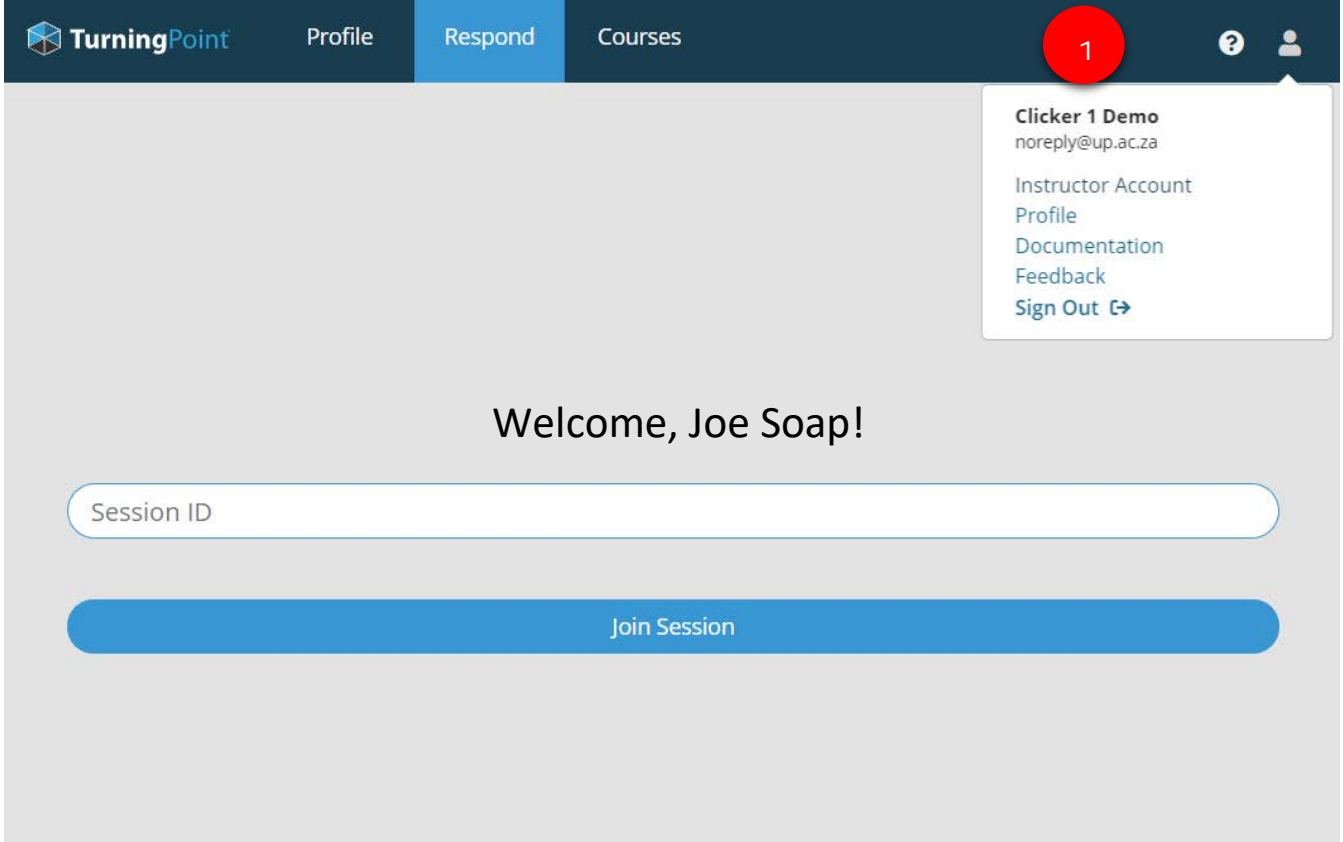
ttpoll.eu

Links and information



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.



The screenshot displays the TurningPoint web interface. At the top, there is a dark navigation bar with the TurningPoint logo and three menu items: 'Profile', 'Respond', and 'Courses'. On the right side of the navigation bar, there is a user profile icon with a red circle containing the number '1' next to it, a help icon (question mark), and a user icon. A dropdown menu is open from the profile icon, listing the following options: 'Clicker 1 Demo' (with email noreply@up.ac.za), 'Instructor Account', 'Profile', 'Documentation', 'Feedback', and 'Sign Out' with an external link icon. The main content area is light gray and features a large 'Welcome, Joe Soap!' message. Below the welcome message is a white input field labeled 'Session ID'. At the bottom of the main content area is a prominent blue button labeled 'Join Session'.

Steps

- 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'**.

Links and information

TurningPoint Courses

COURSES
You can create or sync courses from your Learning Management System at any time. To engage your participants, select a course to live poll or schedule content.

+ Create Course

Search courses

Active Courses ClickUP

Clicker Training
Course ID - p_clicker_training_2...
Add

- 4. On the **'Active Courses'** tab, you can **'Select'** your course.

TurningPoint Courses

COURSES
You can create or sync courses from your Learning Management System at any time. To engage your participants, select a course to live poll or schedule content.

+ Create Course

Search courses

Active Courses ClickUP

Clicker Training
2 participants
Course ID - p_clicker_training_2...
Select

Test course 101
0 participants
Select

Steps

5. Users can organise, start building content, edit scheduled sessions and manage all the content for sessions
6. Users can start building content (Questions) by clicking on **'Create Content'**.
7. If desired, separate folders can also be created to manage content.


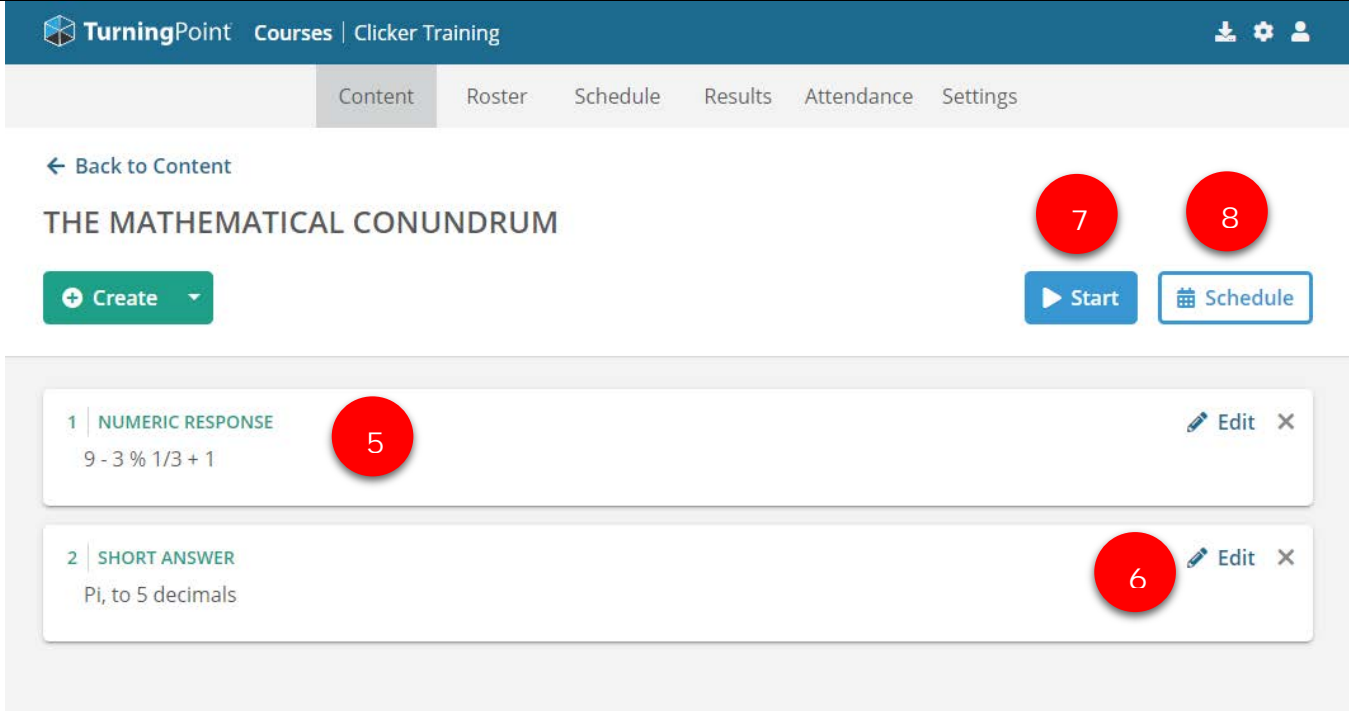
Links and information

The screenshot displays the 'CONTENT' page in the TurningPoint software. At the top, the navigation bar shows 'TurningPoint Courses | Clicker Training' with download, settings, and user icons. Below this, a secondary menu highlights 'Content' (marked with a red circle '5') and includes 'Roster', 'Schedule', 'Results', 'Attendance', and 'Settings'. The main content area features a 'CONTENT' heading and the instruction: 'Create, organize, start, schedule, and manage all of your content here.' Below the heading are two buttons: '+ Create Content' (marked with a red circle '6') and '+ Create Folder'. A search bar labeled 'Search content' is positioned to the right. Under the 'My Content' section, a folder named '2020 Training' is visible, marked with a red circle '7'.

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.

The screenshot shows the TurningPoint software interface. At the top, there is a navigation bar with the TurningPoint logo, 'Courses | Clicker Training', and user icons. Below this is a secondary navigation bar with tabs for 'Content', 'Roster', 'Schedule', 'Results', 'Attendance', and 'Settings'. The main content area is titled 'CONTENT' and includes a subtitle: 'Create, organize, start, schedule, and manage all of your content here.' Below the subtitle are two buttons: '+ Create Content' (highlighted with a red circle '1') and '+ Create Folder'. To the right is a search bar labeled 'Search content'. Below this is a section titled 'My Content / 2020 Training' which displays two content items: 'The mathematical conundrum' (2 questions) and 'UP Test' (7 questions). Each item has a blue 'Manage' button, with the 'Manage' button for 'The mathematical conundrum' highlighted by a red circle '2'.

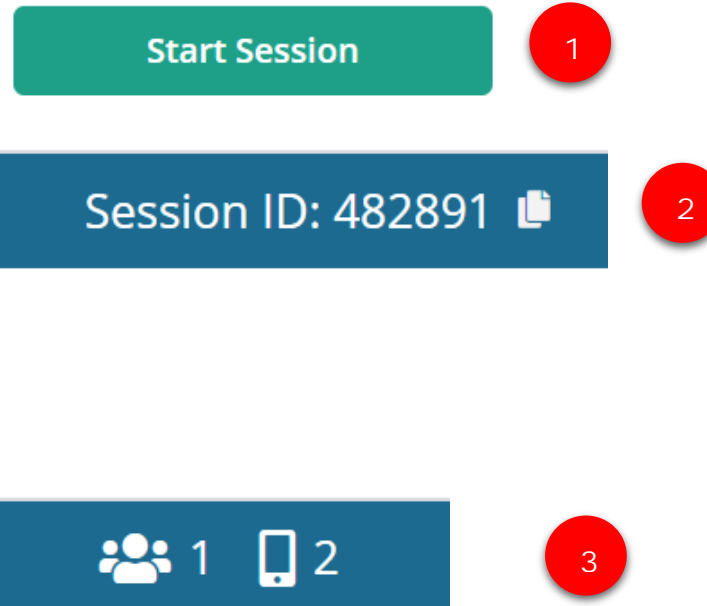
Steps	Links and information
<p>3. Users can create questions by selecting the type of questions they want to add.</p> <p>Click the down arrow to access questions and select the question type you planning to use.</p> <p>4. Note: Web Polling has a limited number of question types compared to the PowerPoint question types. See question types.</p>	
<p>5. As users build question types, the list of questions created will be displayed. Users can click and drag to reorder questions.</p> <p>6. Users can edit the question or delete the question if necessary, by click the 'Edit' function in the top right of each question</p> <p>7. Users can click 'Start' to activate the Live Polling session in class. Please note the session ID as indicated below.</p> <p>8. Users can also 'Schedule' the session for a specific time period, by clicking the schedule option.</p>	

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.

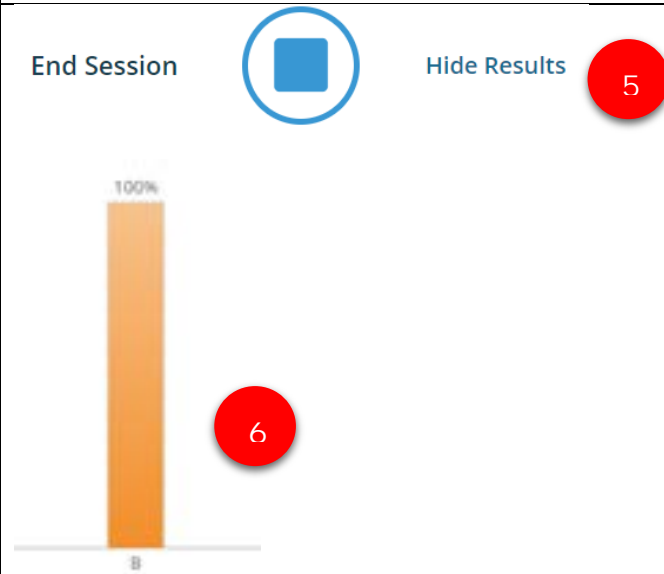
A popup will be displayed to confirm this action.
The user will be taken back to the '**Content**' page



Steps

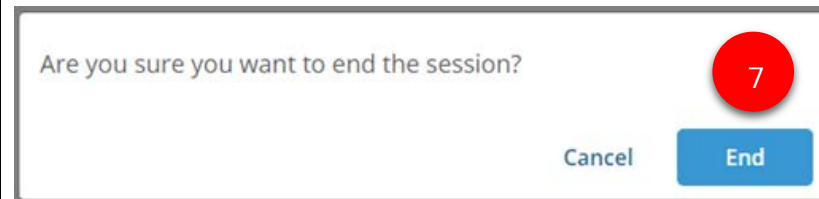
Links and information

- 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).



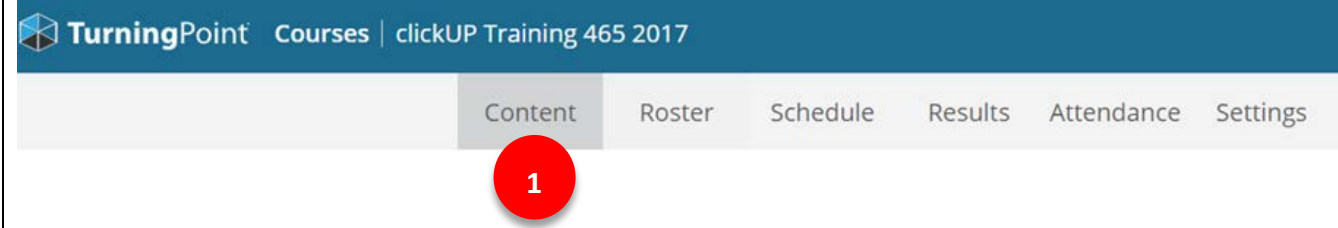
- 7. **Note;** Every time the user **ends** their session, the session data remains in the **Content Dashboard**, to be used for the next lecture.

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 polling sessions






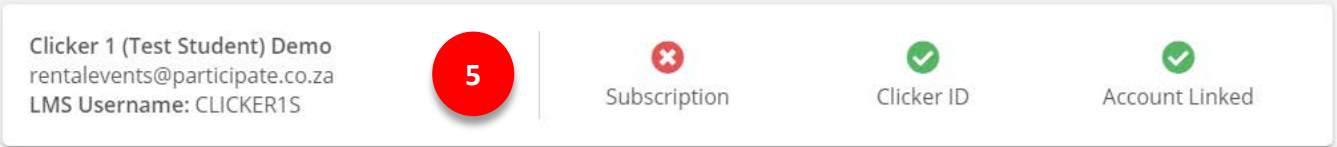


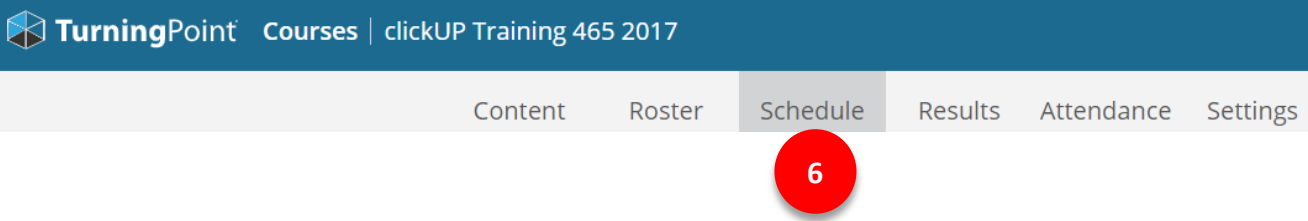


2. Using the **Roster** in Web polling:
The Roster is used to monitor: Students/Participant's registration. Users can see all the student's registration status within the linked module or course. It will show how many students registered for the session.



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.



Steps	Links and information
<p>4. If students have not yet completely linked their accounts to the module, users can 'Email Participants', based on their status of registration.</p> <p>It is recommended to enforce all students to Create Account.</p>	<p>Email Participants</p> <p>Participants that have not completed the selected registration steps will receive reminder emails. Select the registration steps to send reminders below.</p> <div data-bbox="757 395 1209 550"> <p>Create Account <input checked="" type="checkbox"/></p> <p>Subscription <input type="checkbox"/></p> <p>Clicker ID <input type="checkbox"/></p> <p>Cancel <input type="button" value="Send"/></p> </div> 
<p>5. Students DO NOT require a subscription, but do require to have an Account Linked to be active on the roster.</p> <p>Students with physical keypads can link their clickers to their profile.</p>	<div data-bbox="757 611 2089 758"> <p>Clicker 1 (Test Student) Demo   Subscription  Clicker ID  Account Linked</p> <p>rentalevents@participate.co.za LMS Username: CLICKER1S</p> </div> 
<p>6. Scheduled/ 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.</p>	<div data-bbox="757 887 2060 1109"> <p> TurningPoint Courses clickUP Training 465 2017</p> <p>Content Roster Schedule Results Attendance Settings</p>  </div> 

Steps

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.

Links and information

Schedule Content

Course Name	clickUP Training 465 2017
Session Name	<input type="text" value="Content session 3"/>
Start	<input type="text" value="02-29-2020 1:00 AM"/>
End	<input type="text" value="02-29-2020 12:59 AM"/>
Time Zone	Africa/Johannesburg
Require Participant Sign In	<input checked="" type="checkbox"/>
First Name	<input type="text" value="Optional"/>
Last Name	<input type="text" value="Optional"/>
Email	<input type="text" value="Optional"/>

Cancel

Schedule



Steps

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.

Links and information

The screenshot displays the 'TurningPoint Courses | Clicker Training' interface. The 'Schedule' tab is selected in the navigation bar. The main heading is 'SCHEDULED CONTENT' with a red circle '8' next to it. Below the heading is a search bar labeled 'Search content'. Two content cards are visible:

- Card 1 (IN PROGRESS):** Titled 'The mathematical conundrum'. It shows a start time of '03-03-2020 12:37 PM' and an end time of '03-04-2020 11:59 PM'. A red circle '10' is placed over the 'Share' button. A red circle '9' is placed over the menu button (three dots) in the top right corner of the card.
- Card 2 (COMPLETED):** Titled 'The mathematical conundrum'. It shows a start time of '02-18-2020 10:50 AM' and an end time of '02-18-2020 12:16 PM'. A red circle '9' is placed over the menu button (three dots) in the top right corner of the card.

Buttons for 'End Session', 'Share', and 'Reports' are visible at the bottom of each card.

Steps

- 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.
- 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**.
- 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.

Links and information

The screenshot shows the TurningPoint interface for a course titled 'Clicker Training'. The 'Results' tab is selected, and a red circle with the number '11' highlights this tab. Below the navigation bar, the 'GRADEBOOK' section is visible, with a subtitle 'View and edit grades for participants within your course.' To the right, there is an 'Export' button with a dropdown menu showing 'ClickUP' and 'CSV Export', highlighted with a red circle and the number '13'. A search bar for participants is also present. Below the search bar, there is a pagination control showing page 1 of 3. A table displays participant scores for three sessions. A red circle with the number '12' highlights the first row of the table.

Participant	Score	03-03-2020 11:54 AM	03-03-2020 11:43 AM	03-03-2020 11:41 AM	The mathematical conundrum
Demo, Clicker 1 (Test Student)	6/6 (100%)	-	-	-	-
Slabbert, LM (Liandi)	-/6 (0%)	-	-	-	-

Steps

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.

Links and information

TurningPoint Courses | Clicker Training

Content Roster Schedule Results Attendance Settings

SESSIONS

Choose to view reports or edit a session.

Search sessions

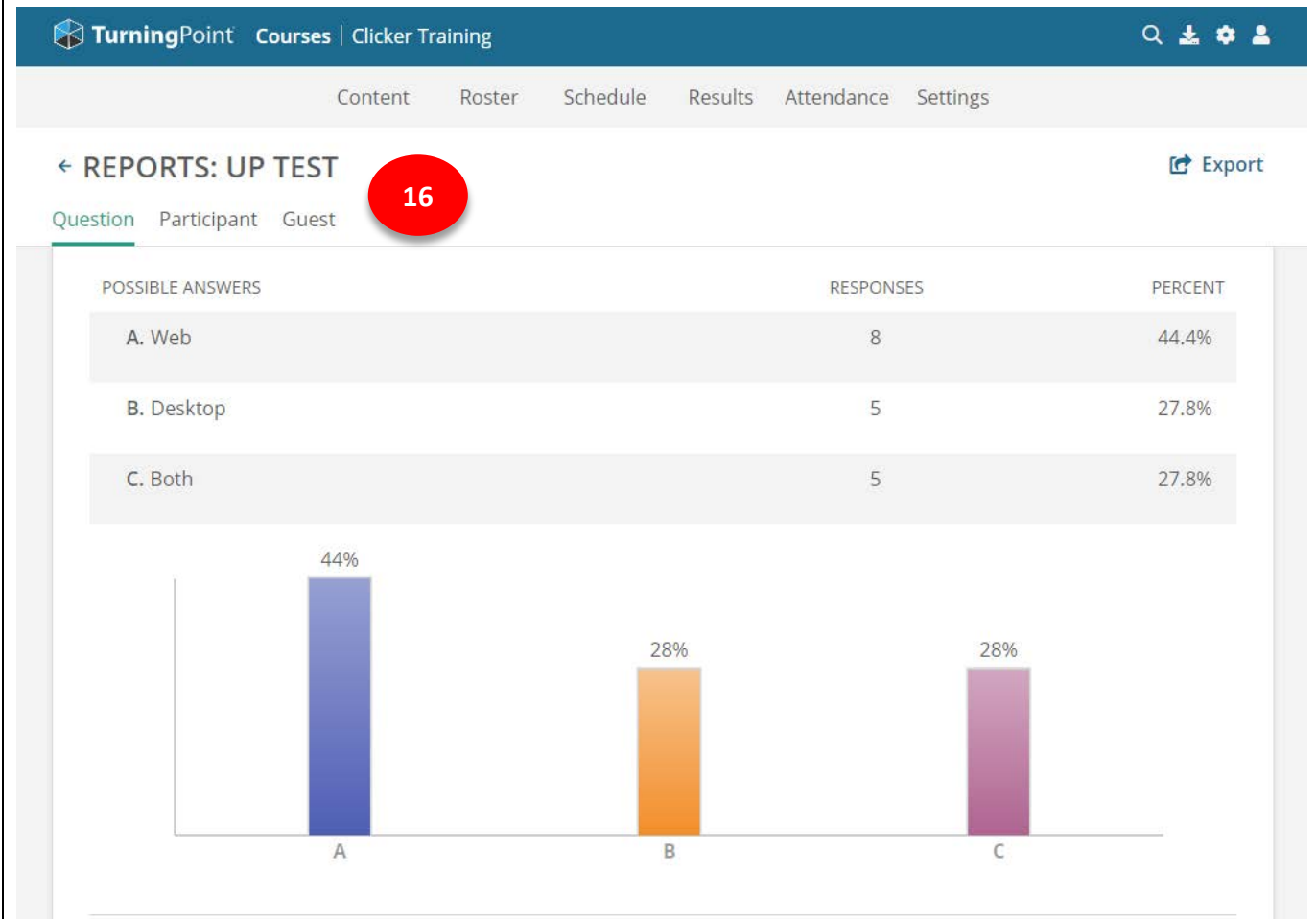
Gradebook Sessions

<p>The mathematical conundrum</p> <p>IN PROGRESS</p> <p>March 03, 2020</p> <p>2 questions</p> <p>Reports</p>	<p>03-03-2020 11:54 AM</p> <p>March 03, 2020</p> <p>0 questions</p> <p>Reports</p>	<p>03-03-2020 11:43 AM</p> <p>March 03, 2020</p> <p>0 questions</p> <p>Reports</p>
<p>03-03-2020 11:41 AM</p> <p>March 03, 2020</p> <p>0 questions</p> <p>Reports</p>	<p>The mathematical conundrum</p> <p>February 18, 2020</p> <p>2 questions</p> <p>Reports</p>	<p>02-18-2020 10:48 AM</p> <p>February 18, 2020</p> <p>2 questions</p> <p>Reports</p>

Steps

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.

Links and information



Steps

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.**

Links and information

The screenshot displays the TurningPoint software interface for a course titled "Clicker Training". The top navigation bar includes "Content", "Roster", "Schedule", "Results", "Attendance", and "Settings". The "Attendance" tab is selected, and the number "17" is circled in red. Below the navigation bar, the "ATTENDANCE" section is visible, with a subtitle "Take and view attendance for the participants in your course." A green button labeled "Open Attendance" is circled in red with the letter "D". To its right, "Attendance Settings" is circled in red with the letter "A", and "Export" is also visible. A search bar for participants is present. Below this, the "Attendance Settings" section is shown, with a red circle "B" highlighting the "Location-Based Attendance" toggle switch, which is currently turned on. The text below the toggle reads "Select a check-in location and radius for your course. Participants must enable location services to use this feature." The radius is set to "60 m (200 ft)". The location is "IT Building, Lunnon Rd, Hillcrest, Pretoria, 0083, South Africa". A map below shows a blue circular area centered on the "University Of Pretoria Informatorium" building, with a red circle "C" highlighting the map area. Other nearby locations like "Sanlam Auditorium" and "JJ Theron Lecture Hall" are also visible.

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.

Links and information



 Export ▾

Search

ClickUP

CSV Export

Steps

18. **Course Settings:** Provides support for students to master the content through reviewing their previous session feedbacks and have access to to entire content for revision. Users must enable this settings 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 question in order to master their subject content.

Links and information

TurningPoint Courses | clickUP Training 465 2017

Content Roster Schedule Results Attendance **Settings**

18

Course Settings

Participant View Grades **A**

This will allow participants to view a list of the completed sessions along with earned points within this course.

Participant Review Sessions **B**

This will allow participants to review a completed session to help them better understand the content and refine their knowledge in the subject matter.

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](#)