

TurningPoint 2006 Software: UF Guide

Hello Faculty,

Here's a general guide to the new student response system software adopted by the university that's called TurningPoint 2006. The system consists of two parts, the software which is called TurningPoint 2006 (NEWEST VERSION 3.0.6.5), and the hardware (remote) which is called a ResponseCard RF Remote. I'll try to answer a few common questions and give you some step by step instructions on using it below but first I would like to give you my recommendations.

THIS FILE HAS BEEN UPDATED ON 1/9/06 TO HANDLE CHANGES RELATED TO THE NEW WebCT VISTA FEATURES WITH AUTOMATIC GENERATION OF PARTICIPANT LISTS, GRADE UPLOADS AND EMAILING OF STUDENT SCORES INSIDE WebCT VISTA.

CRITICALLY IMPORTANT NOTE:

TURNINGPOINT REQUIRES MICROSOFT .NET 1.1 EXTENSIONS BUT IS NOT COMPATIBLE WITH .NET 2.0 YET!!! IF .NET 2.0 IS INSTALLED IT MUST BE REMOVED THROUGH "ADD/REMOVE PROGRAMS" IN THE CONTROL PANEL OF THE WINDOWS OPERATING SYSTEM.

Recommendations:

- 1) You should plan on practicing with the remote system for about 1.5 weeks but not keep any scores for grades as both you and the students learn how to use it in class.
- 2) Plan on dropping a percentage of the scores as "technical drops". I suggest anywhere from 10-20% of the scores for the semester be dropped. Be sure to call them "technical drops" though because students will want to drop scores for the days they skipped class and will complain on the days they were present but had dead batteries or a broken remote.
- 3) Be sure to include a "ResponseCard RF Channel Slide" that explains to students how to login and what channel to use at the beginning of all presentations. This slide reminds students to login to the proper channel for your classroom in order to respond with their remote.
- 4) Note: the software is now fully compatible with the campus WebCT Vista system through the WebCT Wizard located in the "Tools" menu of TurningPoint. **To use the automatic participant list, grades and email features of WebCT Vista you need a WebCT account for your class where the class is ALL IN ONE COURSE if you don't already have one. You CANNOT break one class period into separate sections within WebCT and still use the automatic features. If you have multiple sections in the same class period they MUST be treated as one course, if you have multiple**

classes (sections) in different periods they can each be treated separately as different courses within WebCT. Go to.....

<http://lss.at.ufl.edu>

and request an account for your class by clicking on the “Faculty: Request Account” link in the bottom left corner of the page. You will need to know your course name and section number, your UF-ID number and your Gatorlink username and password. **Again, to use the automatic participant list, grades and email features of WebCT Vista you need a WebCT account for your class where the class is ALL IN ONE COURSE if you don’t already have one. You CANNOT break one class period into separate sections within WebCT and still use the automatic features. If you have multiple sections in the same class period they MUST be treated as one course, if you have multiple classes (sections) in different periods they can each be treated separately as different courses within WebCT.**

Answers to questions on how to use the new system:

1) Where do I get the software?

You can download the current version of the TurningPoint software here (it’s a 45MB file.....).

<http://www.turningtechnologies.com/downloadrequest.aspx>

If you already have TurningPoint installed on your computer all you need to do is download and install the update to your software for the current version 3.0.6.5 by going here.....

<http://www.turningtechnologies.com/updates.htm>

The version of the software you will get for your home or office computer to produce questions or see student scores is an “Evaluation” version and will not be a fully licensed copy. Why? Because the only difference between a licensed version and an evaluation version of the software is the number of remotes the software can record. An evaluation version of the software can record only 5 remotes while a licensed version can record thousands of remotes. Since you do not need to actually record remotes in your office and only need the software to write questions or see student scores after they have been recorded you do not need a licensed version of the software. Only the classrooms where student responses are actually recorded need a fully licensed version of the software.

2) How do students register their remote number for my class?

Students will register their remote number for your class through the WebCT Vista server located here on campus. If you do not have a WebCT account set up for your class you will need to follow the link below to request your course to be added to WebCT Vista.

<http://lss.at.ufl.edu>

Once you have a WebCT Vista account for your class your students will log into your WebCT Vista course and register their remote. To let the students register their remote you will need to add a link in your course for the TurningPoint Tool remote keypad login function.

The basic steps to accomplish this and create the Remote Keypad Login for your course are the following:

- A) Login into your WebCT as the instructor.
- B) Select your course.
- C) At your course WebCT homepage you will see a tab called “Build” and “Basic View” should be highlighted.
- D) On the LEFT side of your screen you will a menu under the title “Add to Homepage”. At the bottom of the list is an option to view “More Tools”, click on that link and you should see a few more choices and the link will turn into “Hide Other Tools” but you should now see the “TurningPoint Tool” option.
- E) Choose the “TurningPoint Tool” option on the menu at the LEFT side of your screen and the menu will expand to a box.
- F) Choose “Create TurningPoint Tool” and a new window will load asking you to give it a title. I suggest naming it “TurningPoint Remote Login” and leaving the rest of the settings at the default values.
- G) Save the “TurningPoint Remote Login” tool..
- H) You should now be back at your “Basic View” homepage and there should be an icon on the desktop for your TurningPoint remote login function.
- I) At the top of the WebCT homepage you should see a tab called “Student View”. Select the “Student View” tab and be sure the remote login function appears on the page for your students to see (this is exactly what the students will view).
- J) Log Out of WebCT.

You have now created your remote registration website under WebCT for your class so students can register their remote. The file that is created by the website will become what TurningPoint calls a “Participant List” (for those who used the HITT system this is the same as a “roster” file). Your students will login to your course within WebCT Vista and select the TurningPoint Remote Login function you created. They will then be presented with a blank form for registering their remote code that they fill out and confirm their code. You can send students to the following website for information on where to find their remote code on their remote and how to use their remote while in class;

<http://www.phys.ufl.edu/~mocko/turningpointremotes.html>

Place this link on your course webpage for students to read.

3) How do I retrieve my student's remote registration Participant List from WebCT?

- A) Start the TurningPoint 2006 Version 3.0.5.6 (or above) program.
- B) In the TurningPoint toolbar look for the "Tools" menu and select the "WebCT Wizard".
- C) The menu will expand and give you two choices, select the "Campus Edition 6.0, Vista 3, 4" option.
- D) The WebCT Wizard will open and ask you what you want to do.
- E) Select "Import Participant List" and press "Next".
- F) It will then ask you for the WebCT login information.....the Server IP is "vista.courses.ufl.edu" and the port number is "80". Now fill in you Gatorlink Username and password and press "Next".
- G) It will then ask you to select your institution.....select "University of Florida" and press "Next".
- H) It will then show a list of your courses, select the course you want to download a participant list for and press "Finish".
- I) A standard Windows save menu will open so you can select where to save the file. The default place for saving participant lists will already be set....the participants folder in TurningPoint. Save the file under a name for your course like "PHY2048_Per2_1.9.2006 11:07AM" which shows the course name, period and time the list was downloaded.
- J) Your current participant list will be downloaded and you're done.

Your "Participant List" for your class should be ready to use. You can find the file that TurningPoint just created in your "My Documents\TurningPoint\Participants" folder with the same name as you called your participant list.

For example "PHY2048_Per2_1.9.2006 11:07AM.tpp" would be located in that folder. You need to download this current file everyday to the classroom computer where you will be asking TurningPoint questions. After you have the file in the "Participants" folder in the classroom you can start the TurningPoint software and your class will appear in the drop down Participant list menu.

4) What about my class presentation files containing my questions for the students?

Your class files can be brought to the classroom on a USB pen drive, on CD, on Zip disk, on floppy disk (if it fits) or downloaded off the network by FTP or website link. You can use the unlicensed version of the TurningPoint software provided in this link

<http://www.turningtechnologies.com/downloadrequest.aspx>

.....to write your questions and to produce reports of your graded class session files after a class has taken a quiz.

5) What about my class “Session” files (the files where my class results are recorded)?

Your class session files will be recorded on the classroom computer and will need to be saved onto a media format (USB pen drive, CD, etc...) of your choice so you can take the files back to your office. The TurningPoint software can produce very detailed reports of your class results but it does not have a grade book program associated with it. Your TurningPoint class session reports containing the grades can be managed in Excel.

The class session files are stored in the “My Documents\TurningPoint\Sessions” folder by default. You can create a new folder within the “Sessions” folder to save your specific class session files. After you have used TurningPoint in class and collected responses from students you will need to save your session files by clicking on the “Save Session” icon that looks like a floppy diskette on the left side of the TurningPoint toolbar. Select your class folder; name the session file for your class and save your session file. You will need to take this file back to your office to generate reports to produce grade files you can manage in Excel.

You can also use the new automatic upload of grades to WebCT Vista feature either in the classroom or later in your office by doing the following;

- A) Start the TurningPoint 2006 Version 3.0.5.6 (or above) program.
- B) In the TurningPoint toolbar look for the “Tools” menu and select the “WebCT Wizard”.
- C) The menu will expand and give you two choices, select the “Campus Edition 6.0, Vista 3, 4” option.
- D) The WebCT Wizard will open and ask you what you want to do.
- E) Select “Export Student Data to WebCT.....” and press “Next”.
- F) It will then ask you for the WebCT login information.....the Server IP is “vista.courses.ufl.edu” and the port number is “80”. Now fill in you Gatorlink Username and password and press “Next”.
- G) It will then ask you to select your institution.....select “University of Florida” and press “Next”.
- H) It will then show a list of your courses, select the course you want to upload a score for and press “Next”.
- I) A “WebCT Session Selection” window will open where you can select the daily class session file you would like to upload to WebCT’s gradebook and press “Next”.
- J) A “WebCT Export Preview/Options” window will open and you can see a sample of the student id’s and scores that will be uploaded.
- K) Select “Add grades shown above to WebCT gradebook” and give the grades a column heading such as “Class Quiz 1/9/06” and maximum value for the total possible score that day and select “Finish”. Your scores should be uploaded to the WebCT gradebook as a column under the name you gave it.

- L) As an option you can also email the students their scores at the same time by selecting “Email individualized reports to students....” or you can go back through the wizard and do it later.

6) Can I create questions in a MS Word Document, plain text file or use Linux OpenOffice and load (parse) them into TurningPoint easily?

Yes, questions can be written in MS Word or plain text files and probably OpenOffice in Linux, just type the question and the answers. Highlight the question and mark it as a HEADING 1 and then highlight the answers and mark them as a HEADING 2. There’s a more detailed explanation of advanced tags you can put in the Word file to mark correct answers, etc. located here.....

http://www.phys.ufl.edu/~mocko/turningpoint_parser_guide.doc

Example:

What day is today? ←Mark as HEADING 1

Monday ←Mark as HEADING 2

Tuesday ←Mark as HEADING 2

Wednesday ←Mark as HEADING 2

What month is it? ←Mark as HEADING 1

August ←Mark as HEADING 2

September ←Mark as HEADING 2

October ←Mark as HEADING 2

This will create two separate question slides once TurningPoint has parsed the file.

While I have not tested OpenOffice on the Linux platform I believe you can write the same format in there and save the file as an MS Word file or as a plain text file and it should work if it has the correct formatting.

Once you have your question file written and saved you can start the TurningPoint software program. Find the “Tools” menu in the TurningPoint toolbar and click on “TurningPoint Parser”. This will open a standard Windows file management box so you can select your question file to be parsed. TurningPoint will open your Word file and automatically create question slides from it.

7) Where can students purchase remotes and how much do they cost?

Remotes are available at the Campus Bookstore at the Reitz Union or at Gator Textbooks. The remotes are now probably available at most of the bookstores in town. The cost last semester was \$33.50 but I’m not sure if it’s changed since then. When

students finish using a remote they can also sell it back to the bookstore just like a used textbook for other students to purchase later as used.

8) How do students login their remote to use during my class?

Your students will login to your course within WebCT Vista and select the TurningPoint Remote Login function you created. They will then be presented with a blank form for registering their remote code that they fill out and confirm their code. You can send students to the following website for information on where to find their remote code on their remote and how to use their remote while in class;

<http://www.phys.ufl.edu/~mocko/turningpointremotes.html>

Place this link on your course webpage for students to read but basically it goes like this...

- A) Students will need to press the “GO” button on their remote and the lights on it will flash red and green.
- B) The student will press the correct two digit channel number for the room (channel 21 is entered as 2, 1 while channel 7 would be 0, 7.)
- C) The remote light should stay a solid green color for a few seconds. While it’s green the student should press “GO” again. Now depending on which version of the remote they have they may be logged in or they may need to press the “1” key to finish the login procedure. Newer remotes do not need to have the “1” key pressed. Remote types are explained on the webpage mentioned earlier.
- D) If the login process fails they can try again. It may sometimes be necessary to turn the remote off by holding the “GO” button down until a red light appears and then pressing “GO” again to get the flashing red and green lights. On rare occasions a remote may need any other random button pushed to get it out of it’s current mode so that the “GO” button produces the red/green flashing lights.

9) What procedures should I follow when I start the TurningPoint Program to use it in my class?

- A) Start the TurningPoint 2006 Version 3.0.5.6 (or above) program.
- B) In the TurningPoint toolbar look for the “Tools” menu and select the “WebCT Wizard”.
- C) The menu will expand and give you two choices, select the “Campus Edition 6.0, Vista 3, 4” option.
- D) The WebCT Wizard will open and ask you what you want to do.
- E) Select “Import Participant List” and press “Next”.
- F) It will then ask you for the WebCT login information.....the Server IP is “vista.courses.ufl.edu” and the port number is “80”. Now fill in you Gatorlink Username and password and press “Next”.
- G) It will then ask you to select your institution.....select “University of Florida” and press “Next”.

- H) It will then show a list of your courses, select the course you want to download a participant list for and press “Finish”.
- I) A standard Windows save menu will open so you can select where to save the file. The default place for saving participant lists will already be set....the participants folder in TurningPoint. Save the file under a name for your course like “PHY2048_Per2_1.9.2006 11:07AM” which shows the course name, period and time the list was downloaded. A) Your current participant list will be downloaded.
- J) In the TurningPoint toolbar select your class participant list from the drop down menu located next to “Participant List”.
- K) Check to be sure the drop down box in the middle next to the lightning bolt says “Response Devices”.
- L) On the far left of the toolbar select “Reset Session”.
- M) Start your slideshow presentation.

10) Ok, I have my class session files that contain students’ responses back in my office. How do I produce a report that shows me the scores (grades) so I can see what each student answered?

So you’ve been to class and asked the students your questions and saved the results in your class session file and brought that file back to your office. Now you want to produce a report that shows how the students responded so you can keep track of their grades.

- A) Copy your class session files into your “My Documents\TurningPoint\Sessions” folder.
- B) Start the TurningPoint software.
- C) In the TurningPoint toolbar click on “Tools” next to the eyeglasses icon (be sure to click on “tools” within TurningPoint and not the “tools” menu at the top of the page for Powerpoint).
- D) A drop down (pull down) menu will appear under the “Tools” tab and within that menu select the option for “Turning Reports”.
- E) A pop up window will load with various options to select and will ask “What would you like to do?” Select the “Generate Reports” option from the list and press “Next”.
- F) The program will then ask you to select the class session file you would like to generate a report from and you should see a list of your session files. You can also select a session file from your backup files if you have them. Select your file and press “Next”.
- G) The software will now show you a list of various types of reports you can generate. The most common reports you will likely use are the two versions of “Graded Participant List” reports. Select the report you want and press “Generate Report” in the bottom LEFT corner. Do NOT press “Finish” or it will dump you out of the report generating tool, only press “Finish” when you have all the reports you would like to see.
- H) Once a report is generated it will load into Excel and you can manage your data from within Excel.

- I) More advanced options for generating reports, merging session files, extracting data and files can be done as well from these menus but this is a basic guide to get you started.
- J) **Don't forget you can also upload your scores to WebCT Vista automatically as mentioned earlier in section 5 of these instructions.**

I hope this helps!!

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