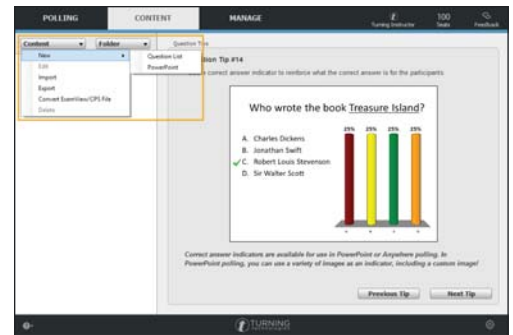


CREATING A QUESTION LIST




1. From the TurningPoint Dashboard, select the Content tab.
2. Click the Content drop-down menu, mouse over New and select Question List.
3. Name the question list and click Save.
4. Select the question type and answer choices.
5. Optionally, double-click Enter question text to enter questions and answers.

TIP Entering the question and answers allows TurningPoint App participants to view the text on their web-enabled device as well as view the full question in TurningPoint reports.

6. Expand Scoring Options to set a correct answer and assign point totals for each question.
7. Use the arrows at the bottom of the window to navigate through the question list.
8. When the question list is complete, click Close.
9. Click Save and Close.



ADMINISTERING A SELF-PACED TEST

1. Plug in the **receiver** (if using clickers).
2. Open TurningPoint and sign in to your account.
3. **Verify** the receiver connection and/or **enable** mobile responses.
4. Select a **course** (optional).
5. Select the **question list** below *Content*.
6. Click **Self-Paced Polling**.
The Self-Paced Polling application opens.
7. Click **Accept Logins**. 
 - a. Select the **Participant Login** option from the drop-down menu. Typically, this option will be "off" if using a roster
 - b. Select the **Time Limit** from the drop-down menu.
 - c. Select the **Completed Test Message** from the drop-down menu.
8. Click **OK**.
At this time the participants may login to the test.
9. Click **Start Polling**. 
A status icon appears when participants have successfully started taking the test.
10. Click **Stop Polling**  when all participants have completed the test.
11. Click **Save**.

GENERATING REPORTS

1. From the TurningPoint Dashboard, select the **Manage** tab.
2. Select the **saved session** from the left panel.

NOTE Expand the associated course to view the session, or if a course was not used, locate the session below Auto.

3. Click **Reports** in the center of the *Session Overview* pane.
4. Select a report from the **drop-down menu**.

Session Name: Question List for Mobile 10-12-2017 2-34 PM
 Date Created: 10/12/2017 2:28:45 PM Active Participants: 1 of 10
 Average Score: 57.14% Questions: 7

Results by Question

1. Where is Turning Technologies located? (Multiple Choice)

Responses	
Percent	Count
100%	

Options:

- Question Statistics
- Difficulty/Discrimination Index
- Screenshots
- Overall Standards
- Show Essay Responses
- Show WordClouds
- Short Answer / Numeric Response:
- Show Top Responses

5. Click Close when finished.