RESPONSEWARE FOR PRESENTERS
QUICK START GUIDE

WARNING
If you are using TurningPoint Cloud, a Turning Account license is mandatory for participants. If a participant does not purchase a Turning Account license, his or her score will show as an asterisk in all TurningPoint Cloud participant reports. Furthermore, his or her score will export as "0" to an Excel workbook and will not be exported to an LMS.

Creating a Turning Account

A Turning Account Username and password is required to sign in to TurningPoint Cloud or to sign in to ResponseWare in TurningPoint 5. A Turning Account can be created at no cost. The Turning Account secure sign in and file encryption ensures that data is safeguarded in TurningPoint Cloud.

IMPORTANT
A Turning Account is required to use ResponseWare with TurningPoint Cloud and TurningPoint 5. Previous ResponseWare accounts will require the password to be reset.

2. Below Sign Up, enter your First Name, Last Name and Email.
3. Select Instructor.

   Sign Up
   All Products. One Account.
   First Name
   Last Name
   Email
   Participant  Instructor
   Create Account

4. Click Create Account.
   The Create Account page is displayed.
5. Enter required User Information as noted by the asterisks.
6. Enter and confirm a password.
7. Click Save.

Enabling ResponseWare in TurningPoint Cloud

ResponseWare must be enabled for participants to use ResponseWare as a response device.
1. Open TurningPoint Cloud.
2. Enter your Turning Account Username and password.
3. Click **Sign In**.
4. Click **Click to Connect** in the upper right corner of the TurningPoint Dashboard.
5. Click **Sign In**.
6. Optionally, click **Session Options** to configure participant settings. The Session Options window opens. Adjust the session options as necessary and click **Save**.

**Require Participant Accounts** - Place a check in the box next to this option to require participants to have licensed accounts to be able to respond. If the box remains unchecked, participants who do not have Turning Accounts can participate as guests. This option is only available if you have a Concurrent license applied to your Turning Account. The number of guests cannot exceed the capacity of the license.

**NOTE**
A Concurrent license may be purchased from a Turning Technologies Account Executive. For more information about the Concurrent license, contact sales@turningtechnologies.com.

**Participant Session Login Information** - First Name, Last Name, User ID and Email can be set to Optional, Require or Don’t Show.

- If set to **Require**, participants will be prompted to enter the required fields prior to joining the session.
- If set to **Optional**, participants will be prompted to enter the optional fields but can join the session without entering the information.
- If set to **Don’t show**, participants will not be prompted to enter the optional fields and the fields will not appear in TurningPoint Cloud reports.

**Participant Messaging** - Presenters can configure the messaging feature so that participants can message the presenter and all other participants, the presenter only or disable messaging.

- **Participants may message presenter and all participants** - A participant can choose to message the presenter alone or the presenter and all participants in the session.
- **Participants may message the presenter only** - A participant can send direct messages to the presenter.
- **Disable participant messaging** - Participant messaging is disabled, however presenters retain the ability to message the group or individual participants.

**Participant Question Display** - Presenters determine how the question is displayed to participants.

- **Display text, images, and content to participants** - Displays the questions and answer choices, as well as images and content up to 1 MB of data per question.
- **Display response buttons only** - Does not display the question and answer choices, only the response buttons associated with the answer choices.

7. Optionally, select the **Session ID** from the drop-down menu. If Random is selected, a Session ID will be randomly generated. To reserve a unique Session ID, see **Reserving the Session ID**.
8. Click **Start Session**.
9. Click **Close** to return the TurningPoint Dashboard.

The ResponseWare Session Status window does not need to be open for ResponseWare to be enabled. ResponseWare will remain enabled until TurningPoint Cloud is closed or until **End Session** is selected from the ResponseWare Session Status window.

10. Select either **PowerPoint Polling** or **Anywhere Polling** from the TurningPoint Cloud Dashboard.

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Reserving the Session ID

When joining a ResponseWare Session, participants are prompted to enter a Session ID. Session IDs are randomly generated by Turning Technologies software each time ResponseWare is enabled. Reserving a Session ID allows users to specify their own unique Session ID.

NOTE
You can reserve up to 10 unique Session IDs.

1. Open TurningPoint Cloud.
   The Turning Account window opens.
2. Enter Turning Account username and password.
3. Click Sign In.
   The TurningPoint Dashboard opens.
4. Click Click to Connect in the upper right corner of the TurningPoint Dashboard.
5. Click Sign In.
6. Click Reserve.
   The Reserve Session ID window opens.
7. Enter a unique Session ID in the session ID field.
   Session IDs must be between 4 and 14 alpha or numeric characters, but must contain at least one letter; i.e. PSYCH101.
8. Click Reserve.
9. Click Start Session.

Enabling ResponseWare in TurningPoint 5

ResponseWare must be enabled for participants to use ResponseWare as a response device.

Prerequisites

A Turning Account Username and password is required to sign in to ResponseWare in TurningPoint 5. For more information on creating a Turning Account, see Creating a Turning Account.

1. Open TurningPoint.
2. Click Click to Connect in the upper right corner of the TurningPoint Dashboard.
   The ResponseWare window opens.
3. Enter your Turning Account Username and password in the appropriate fields.
   Optionally, place a check in the box to remember your sign in information.
4. Choose one of the following Participant Options:
   - Allow Guests - Allow participants who do not have a ResponseWare account to attend the session.
   - Require Login - Requires participants to login to the session with their ResponseWare credentials.

   Optionally, select Do not prompt participants to enter user information. If checked, participants will not be prompted to enter their user information prior to joining the session.

   Optionally, enter a Reserved Session ID if one is saved within your ResponseWare account. If a Reserved Session ID is not entered, a Session ID will be randomly generated.
**IMPORTANT**
Previously Reserved Session IDs will be valid. New Reserved Session IDs can only be created in TurningPoint Cloud.

5 Click **Login**.
6 Click **Close**.
7 Select either **PowerPoint Polling** or **Anywhere Polling** from the TurningPoint Dashboard.

**Contact Us**

For additional help, contact Turning Technologies Technical Support.

Technical Support is available from 7 a.m. - 9 p.m. EST.

From within the contiguous United States, you can reach Technical Support toll-free by calling 866.746.3015. If you are calling from outside of the United States, please call +1 330.746.3015.

Technical Support may also be reached via e-mail at support@turningtechnologies.com or support@einstruction.com, a brand of Turning Technologies.