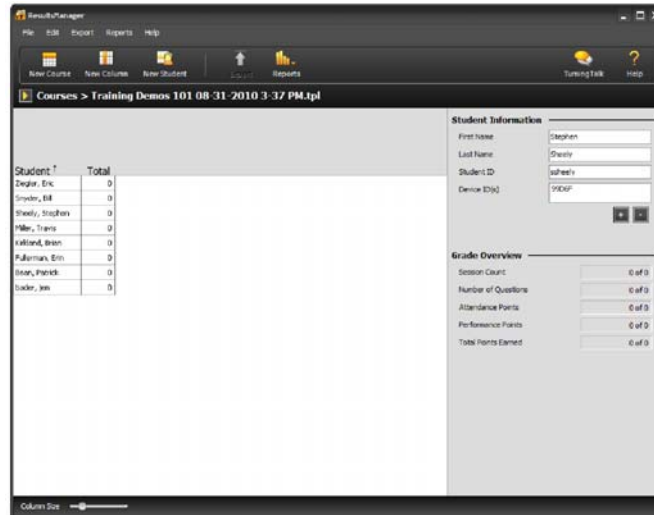


# ResultsManager for PC

ResultsManager allows instructors to manage results stored within session files from the Turning Technologies' software. Student performance can be tracked over a period of time to determine cumulative scores.



## Creating and Editing Courses

ResultsManager allows an instructor to create multiple courses within the software to allow for a wide range of options for managing session data.

- 1 Click **New Course** on the ResultsManager toolbar.
- 2 Choose one of the following:
  - **Use Existing Participant List** - Browse to the location of a participant list (.tpl or .tpp) and click Open. The Course Setup Window opens.
  - **Download a participant list from an LMS** - Select the Learning Management System and enter the Server Address, and the Login Information and click Next. Select the course and click Finish. Save the participant list. A confirmation box appears if the list was successfully imported. Click OK. The Course Setup Window opens.
  - **Create an empty course** - The Course Setup Window opens and a participant list can be added at a later time.
- 3 Enter the information into the Course Setup Window:
  - **Name** - The name of the new course.
  - **Description** - Enter a description for the course.
  - **Participant List** - The location of the participant list selected in step 3 is listed here. If an empty course was chosen in step 3, a participant list can be selected by clicking the browse button to the right of the blank text box.

**4** Click **OK**.

The ResultsManager window displays the new course. The participant list has been turned into a student roster and the names are listed in the left column. A blank total column appears directly next to the student list.

**5** If the course information or the roster needs to be edited or updated, click File on the ResultsManager menu bar and select the appropriate action.

A new student can also be added by clicking New Student on the ResultsManager toolbar.

## Importing and Managing Sessions

Once a Course is created, a session column can be added for each session file collected from TurningPoint, TurningPoint AnyWhere, and TurningKey.

**1** Click **New Column** on the ResultsManager toolbar.

**2** Enter the **Grade Column Name**, select the **Date** and enter a **Description** in the areas provided.

**3** Click **Choose** to browse to the location of the session file and click **Open**.

**4** Change the options for additional attendance points if desired.

**5** Click **Add**.

Session files can also be added by dragging and dropping the file into the Course. The same window from the steps above will appear.

Selecting a column within the course will display the course details in the panel on the right of the window. The session can be edited by clicking Edit Session. Attendance points may be adjusted here as well.

Selecting a students name will display the participant details in the panel on the right of the window.

Any devices not associated with a student will appear below the students names within the course.

To attach the Device ID to a student, click the Device ID and select Link to Student on the right side of the window. The device can also be added to a new student by clicking Create New Student and entering the appropriate information. Click Add to create a new student and add them to the course. Students may have more than one assigned device, but each device may only be assigned to one individual student.

New sessions may be automatically detected from TurningPoint AnyWhere for import upon future use of the software.

# Generating Reports and Exporting Results

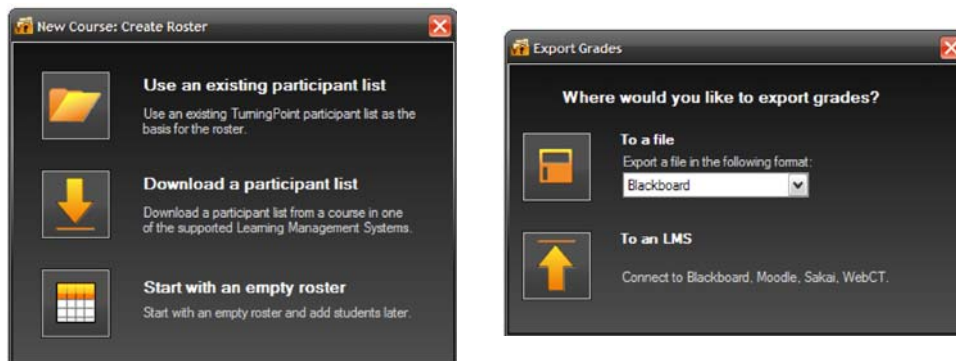
Generating session reports:

- 1 Select a **column** in the ResultsManager window.
- 2 Click **Reports** on the ResultsManager Toolbar and select the **desired report**.
- 3 The report opens in a new window.

## Learning Management System Integrations

ResultsManager offers a direct integration with several Learning Management Systems to ease the process of downloading Participant Lists and uploading results to grade books.

If the appropriate integration framework is installed, these integrations can be used in place of creating the roster and exporting the previously discussed data.



To create a new course:

- 1 Click **New Course** on the ResultsManager toolbar.
- 2 Click **Download a participant list**.
- 3 Select the desired **LMS** from the drop-down menu.
- 4 Enter the **Server Address** and click **Next**.
- 5 Enter the LMS **User Name** and **Password** and click **Next**.
- 6 Select the **Course** and click **Finish**.
- 7 Name the Course and click **OK**.

To add or update a participant list in an already created course:

- 1 Download the participant list into a .tpl or .tpp file from the LMS or through the TurningPoint, TurningPoint AnyWhere, or TurningKey integrations.
- 2 Open the **Course**.
- 3 Click **File** and select **Edit Roster**.
- 4 Click **Roster** and select **Import Roster**.
- 5 Select the imported roster and click **Update Roster**.

To upload results to the grade book:

- 1 Select the **column** in the ResultsManager window.
- 2 Click **Export** on the ResultsManager Toolbar.  
The Export Grades window appears with two options: *To a file*, or *To an LMS*.
- 3 Click the **Export icon** next to *To an LMS*.
- 4 Select the **Management System** from the drop-down menu.
- 5 Enter the **Server Address** and click **Next**.
- 6 Enter the **Username, Password** and select the **Institution** from the drop-down menu and click **Next**.
  - Check the box labeled "Save this information for future use" to save the login information for future logins.
- 7 Select the desired **course** to export the grades and click **Next**.
- 8 Select the export options and click **Finish**.