

ResponseWare™

Presenter Quick Start Guide

Before you begin

- In order to set up ResponseWare connections you must have TurningPoint 2008 version 4.0.0.8212 or higher installed. The latest version of TurningPoint can be downloaded from www.keepad.com
- You must also be connected to the internet and have a valid ResponseWare licence with login details. (Please contact Keepad Interactive if you do not have a ResponseWare account).

Hardware Setup

If you are using ResponseWare in conjunction with ResponseCards you will need to follow the below steps to setup and test the ResponseCard hardware.

1. **Connect** your TurningPoint 2008 licensed RF or IR Receiver.
2. Open TurningPoint from the TurningPoint icon on the desktop.
3. Click **Tools** on the TurningPoint 2008 Toolbar.
4. Select **Settings** from the drop down menu.
5. Select **Response Device** from the top left pane of the **TurningPoint Settings** window.
6. For RF receivers, select the **Receiver Channel** number from the drop-down menu in the right panel (next to the receiver with the serial number listed).
 - For IR receivers, verify that the receiver serial number is listed.
7. Set the **Expected Devices** to match the number of ResponseCards that you expect to be used.
8. Set the following ResponseWare settings to TRUE:
 - Always Show Login Info
 - Event User (All Settings must be selected to see this setting).
9. Select the **Polling Test** tab from the top of the Settings Window.
10. Select the **Start Test** button.
11. Press a key on each ResponseCard and verify the response is received in the Polling Test window.
12. Select the **End Test** button.
13. Click **Done** to close the Settings Window.

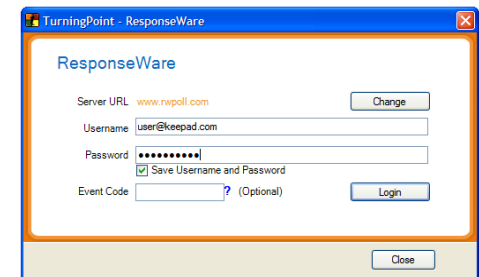
Opening your Presentation in TurningPoint

1. Open your TurningPoint Presentation as you would normally open a PowerPoint presentation by selecting **File** from the PowerPoint toolbar then browsing to where the presentation has been saved.
2. If using a participant list, select the list from the Participant List drop down menu.
 - * If you do not have a custom participant list, you can set it to **Auto** to track the Device IDs.
3. Make sure **Response Devices** is selected in the drop down menu on the TurningPoint toolbar.
4. Prep slides for polling by selecting **Reset > Session** from the TurningPoint Toolbar. (Re-setting the session clears all previously polled data that is stored in memory).

NOTE: The session **must** be reset **BEFORE** the session ID is created. If it is reset afterwards the participants will be disconnected from the session.

Establishing a ResponseWare Session ID

1. Click **Tools** on the TurningPoint Toolbar and select **ResponseWare**.
2. Enter your ResponseWare username and password.
3. If you have reserved a Session ID you will need to enter it into the **Event Code** box.
4. Click **Login** to open the session.
5. Once connected, the window will change to display your **Session ID** as well as other connection information.
6. Click **Close** to exit the ResponseWare connections window.
7. You are now connected to ResponseWare and ready to receive responses to TurningPoint questions via web enabled devices.



NOTE: You can return to the **ResponseWare Login Screen** during the presentation by clicking on the **World** icon on the TurningPoint Showbar. The ResponseWare Login Screen also displays the number of connected participants.



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Running the Presentation

1. Launch the presentation by pressing the **F5** key or selecting **Slide Show > View Show** from the PowerPoint toolbar and click to advance through the presentation.
2. Display the **ResponseWare Login Slide** and allow time for the participants to join the session. (This slide can be inserted directly from the TurningPoint toolbar when the presentation is created).
3. Polling will open automatically when a TurningPoint slide is displayed.
4. Give the participants time to respond the question.
5. Polling will remain close when you advance to display the display the results. (The control of each slide will vary slightly depending on the objects on each slide).
6. At the conclusion of the presentation, click once to exit the Slide Show (or press Esc).
7. From the TurningPoint toolbar, select the **Save Session** button.
8. Name the session file and click **Save**. (The file will save as a .tpz file).

Generating a Report

1. Click the **Tools** tab on the TurningPoint tool bar.
2. Select **Reports**.
3. **Select** the session file you saved.
4. From the Available Reports menu, select the desired report by ticking the check box.
5. A Microsoft **Excel**® or **Word**® document will open.
6. Click **Save** to save the report or **Print** to print a hard copy.

Contact Us

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