Clicker Training Workshop

Facilitated by

Chaohua Ou

Center for the Enhancement of Teaching and Learning

Georgia Institute of Technology

Objectives

After completing this workshop, you should be able:

1. Create and edit a participant list;
2. Create and manage content;
3. Run sessions in PowerPoint Polling and Anywhere Polling ;
4. Edit session;
5. Generate session reports on session;
6. Export grades to T-Square.

Agenda

1. *Introduction and Preparation (10 minutes)*

- Go through some FAQs regarding hardware, software, students' purchasing and registration, and support resources.

2. *Demonstration and Exploration (70 minutes)*

- Complete the six tasks listed under Objectives

3. Q & A and wrap-up (10 minutes)

Task 1: Create and edit a participant list

1. What is participant list?

Participant list is a list of student names, their User ID (GT account), and the Device ID (the clicker ID they registered in T-Square). It is used for identifying the students' responses that you collected from the question polling in class.

2. Where to get the participant list?

Participant list can be downloaded from T-Square, if your students have registered their clickers there. Please note that you need to add the **Clickers** tool to your course site in T-Square before they can register (**Site Info >> Edit Tools**).

How to download a participant list?	Tips
1) Open TurningPoint 5; 2) Click on the tab **Manage**; 3) Select **New** from the drop-down menu for **Participant List ;** 4) Select **Download from Integration** and then click **Create List**; 5) Select **Sakai** for **Integration**; 6) Enter **https://t-square.gatech.edu** as the **Server Address**; 7) Enter your GT account Username and Password; 8) Click **Connect**; 9) Select the course you want to download the participant list from and click **Import**. If the course does not show, most probably you haven't added the **Clickers** tool to the course site.	➢ Students may delay or forget to register their clickers. You can send a reminder to those who have not registered by simply clicking on the button **Email Unregistered students** on the main screen of the **Clickers** tool. ➢ You need to update your participant list after the drop/add deadline, as some students may drop from the class and other students may just registered for the class. ➢ Students are supposed to enter their GT account into the device they use, which helps identify their answers in case the device is not registered. However, some students may not always remember to do so. You may remind them about it.

How to edit a participant list?	Tips
1) Open TurningPoint 5; 2) Click on the tab **Manage**; 3) Highlight the title of the participant list on the left panel, you will see the participant list overview on the right; 4) Click on the button **Edit Participants**; 5) You may also add/edit/remove participants. 6) You may manually add a column to the list. 7) Click on the button **Save and Close** after you make the changes.	➢ Click on the pen icon on the screen of **Participant List Overview** allows you to rename the participant list. ➢ You may manually group students by adding demographic. However, it is more efficient to collect the information by polling a demographic question in class.

Task 2: Create and Manage Content

<table>
<tr><th>How to create question slides in PowerPoint Polling?</th><th>Tips</th></tr>
<tr><td>1) Open TurningPoint 5;
2) Select PowerPoint Polling;
3) Click New on the upper left corner and select a question type;
4) Enter question and answer text;
5) Set up the polling and scoring options on the slide preference as needed. Save the content when you are done.

Note: You may set up the general preferences so that they can apply to all your slides and you don’t need set slide preferences individually.</td><td>➢ If you use anonymous questions, students’ responses will not be identified.
➢ If you have created questions in Microsoft PowerPoint, you may convert them to TurningPoint question slides by selecting Tools >>Convert to Picture.
➢ Many more tips can be found under the Content tab</td></tr>
<tr><th>How to create a question list for Anywhere Polling?</th><th>Tips</th></tr>
<tr><td>1) Select the Content tab;
2) Click the Content drop-own menu, mouse over New and select Question List;
3) Enter the question list information;
4) Click on Save As Preset, if you want to use it as a template for your future question list;
5) Click Save to save the question list.</td><td>➢ A question list is a file that contains questions and answers used in Anywhere Polling.
➢ You can use Anywhere Polling without a question list, but you then have to edit the session data later by providing the correct answers, if grading is needed.
➢ When creating a question list, the preferences can be saved and used as a template for future question lists.</td></tr>
</table>

Task 3: Run sessions in PowerPoint Polling and Anywhere Polling

How to run sessions in PowerPoint Polling?	Tips
1) Make sure a receiver is plugged in the computer you use; 2) Open TurningPoint 5; 3) Select a participant list on the left navigation pane; 4) If your PowerPoint presentation is already saved in the Content folder, select it as well. 5) Select **PowerPoint Polling**; 6) If your PowerPoint presentation is not listed under the Content folder, select **File >> Open** to navigate to where it is saved. 7) After the PowerPoint presentation is open, start slide show. 8) Once you proceed to the question slide, the polling bar will show on the top of the screen. Polling opens immediately if you have chosen starting polling automatically.	➢ You need to use TurningPoint 5 to open your PowerPoint slides in order to be able to poll the questions. ➢ If you polled the questions in another class, you need to reset the session before you poll them again. ➢ If you allow your students to use **ResponseWare** (the web-based clicker), you need to log on to the **ResponseWare** to activate the session so that the students can join the class; ➢ You may show the channel information on all slides by clicking on the connection icon on the polling bar. ➢ When you close and exit the program at the end of the session, you will be asked if you want to save the data. Always select **Yes** unless the data is not needed.

How to run sessions in Anywhere Polling?	**Tips**
1) Make sure a receiver is plugged in the computer you use; 2) Open TurningPoint 5; 3) Select the participant list on the left navigation panel; 4) If you use a question list saved in the Content folder, highlight it as well ; 5) Select **Anywhere Polling**; 6) Click on the white arrow to start polling; 7) If you do not use a question list, click on the drop-down menu next to the white arrow to select your question type. Once a selection is made, the polling opens.	➢ If you don't put down the question and answer text on the question list, we recommend you go to the **Preferences** and choose not to show the question list and presentation window. Otherwise they will show on top of the application that you use to show the questions. ➢ If you allow your students to use **ResponseWare** (the web-based clicker), you need to log on to the **ResponseWare** to activate the session so that the students can join the class; ➢ You may show the channel information on all slides by clicking on the connection icon on the polling bar. ➢ When you close and exit the program at the end of the session, you will be asked if you want to save the data. Always select **Yes** unless the data is not needed.

Task 4: Edit sessions (grading)

1. **Where is my session saved?**

   - If you use **the podium computer** in your classroom, the data is by default saved in your Prism drive >> ATSProfile >> My Documents >> TurningPoint 5>> Sessions. You may access the data from your office or home computer by connecting to the Prism drive. Instructions on connecting to the Prism drive is available at:

     https://faq.oit.gatech.edu/networking/online-storage-prism/software

   - If you use **your own laptop**, the data is by default saved in My Documents >> TurningPoint 5 >> Sessions.

   - In either case, you may choose to save the data to another location. You may change the data directory by going to Preferences >>Software >> Default Save Location.

2. **I thought TurningPoint automatically do the grading for me. Why do I need to edit the session?**

   Yes, the software does grade the session data for you, supposing you had set the correct/incorrect answers and correct/incorrect point value when you created the questions. If you had not done that, then you need to do it after the data was collected.

How to edit a session?	Tips
1) Select the **Manage** tab and the **Session Overview** screen is displayed; 2) Select a session listed under a participant list; 3) Click **Edit Session** at the bottom of the right panel of the screen; 4) Make changes as needed and click **Save and Close.**	➢ You may change the session name by clicking on the pencil icon on the top left of the **Session Overview** screen. ➢ You may import your session by clicking on **Session** >> **Import**; ➢ If you have polled a session without a participant list, the session data may be listed under **Auto**. Once you have the participant list ready, you may drag and drop the session under the list.

Task 5: Generate session reports

How to generate session reports?	Tips
1) Select the **Manage** tab and the **Session Overview** screen is displayed; 2) Select a session listed under a participant list; 3) Click **Reports** at the bottom of the right panel of the screen; 4) Choose a report type from the drop-down list on the upper-right corner of the screen; 5) Customize the report by selecting the data options on the right side of the window; 6) Use the **Export** or **Print** menu on the top to save or print a copy of the report.	➢ There are six types of session reports: ○ Results by Question ○ Results by Participant ○ Results Detail ○ Results by Demographic ○ Comparative Results ○ Session Log Report ➢ If a student sent you messages during the class, you will see them in the Session Log Report.

Task 6: Export grades to T-Square

<table>
<tr><th>How to export grades to T-Square?</th><th>Tips</th></tr>
<tr><td>

1) Select the **Manage** tab;
2) Select a participant list on the left panel;
3) Click **Results Manager** at the bottom of the right panel;
4) Once the **Results Manager** screen opens, select **Integration** from the top menu;
5) The **Connect to Integration** window opens. Enter the **Server Address**: https://t-square.gatech.edu, and enter your GT account and password;
6) Click **Connect;**
7) Select **Export Session(s)**;
8) You will see a list of your sessions. Select those you want to export;
9) Click **Export**. You will get a confirmation once the grades have been successfully exported.

</td><td>

- If you update any student's grade, you may upload the updated version to T-Square so that the change is showed in T-Square gradebook as well.
- You may also manually update the grades in the Gradebook in T-Square.
- If you have your TA to help with grading, you need to give him/her permissions before he/she can export grades to T-Square. To grant the permissions, please go to your T-Square site >> Clickers >> Permissions. Check the box for **Access** for the Teaching Assistant role.

</td></tr>
</table>