

Technology and Learning Program : How to Edit Session Settings in TurningPoint

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Introduction

A TurningPoint session is a record of how your students responded to questions in a presentation. At some point you may need to make changes after the session is completed. In TurningPoint you can change a question's point value, as well as change an answer value from correct to incorrect or vice-versa. This tutorial outlines the process to follow to ensure that this is done correctly.



Getting Started

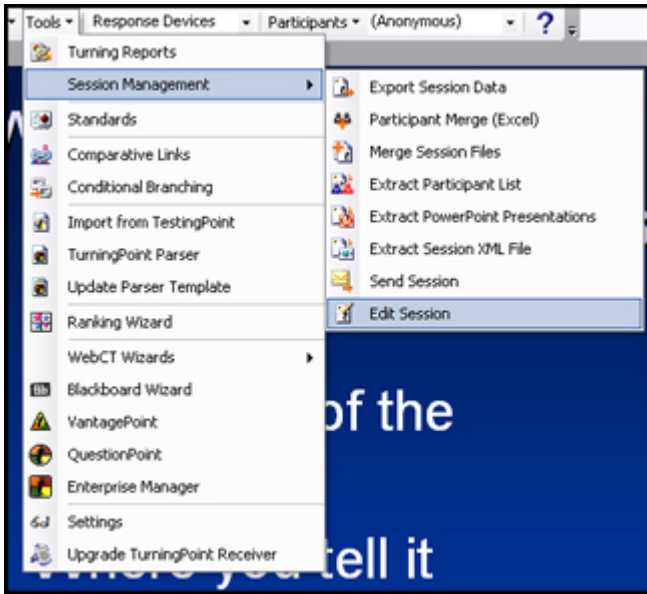
Step 1: Open TurningPoint.



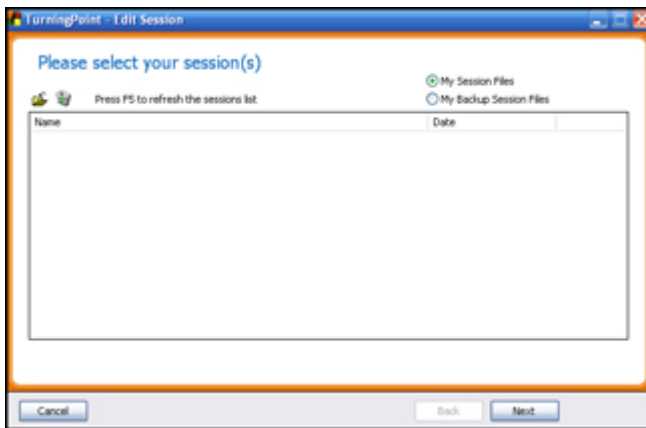
Step 2: Locate the **Tools** option in the TurningPoint toolbar within PowerPoint.



Step 3: In the tools option, select **Session Management**, then select **Edit Session**.

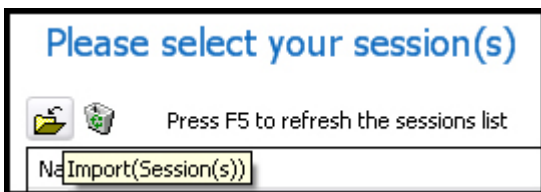



Step 4: The edit session window will open for you. If you are working on a computer in your home or office, this window will contain all of your previously saved sessions. Most of the time you have saved session data onto a flash drive from the smart classroom you taught your class in.



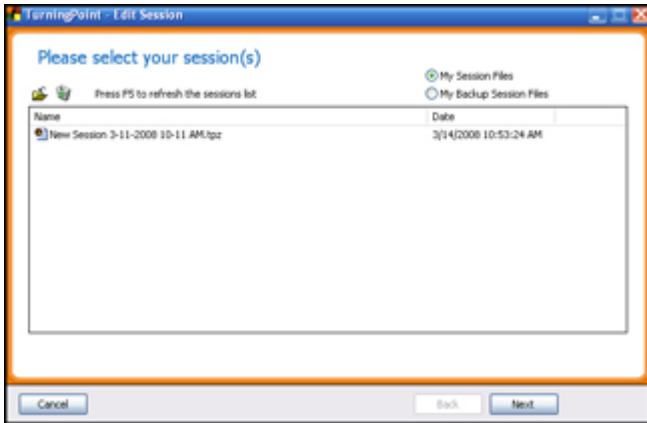
Editing a Session

Step 5: Now, use the folder icon to locate and import your saved session file. This will move your session file to the TurningPoint edit session window.

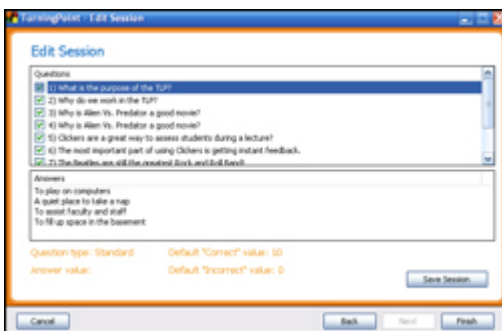


 Most of the time you will get the file from your jump drive.

Step 6: In the TurningPoint edit session window, choose the session you want to edit and click **Next**.

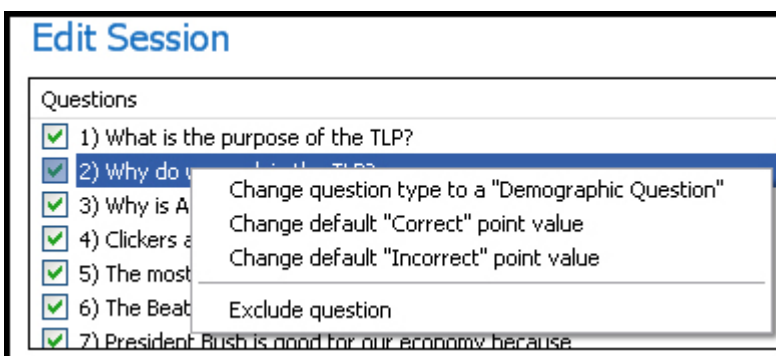


Step 7: In the window that opens there are two sections; the questions, and the answers to the selected questions.



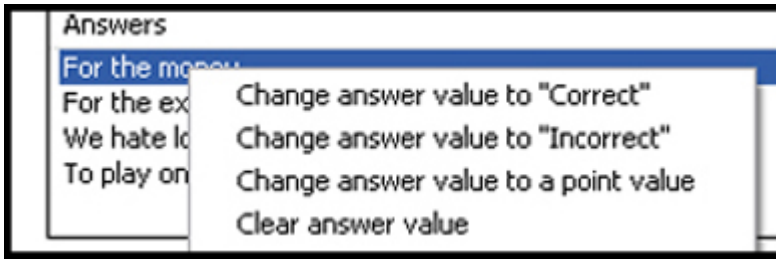
Step 8: To edit a question, right click the question and you will see four options.

- Change question type to, or from, a standard question or a demographic question.
- Change default "Correct" point value.
- Change default "incorrect" point value.
- Exclude question.



Step 9: To edit an answer, right click the answer to see these four options.

- Change answer value to "correct."
- Change answer value to "incorrect."
- Change answer value to a point value.
- Clear answers.



Step 10: Make the appropriate changes, then make sure you save the session.

