

Technology and Learning Program : Save and backup your Session files

This page last changed on Apr 03, 2008 by [estecklow](#).

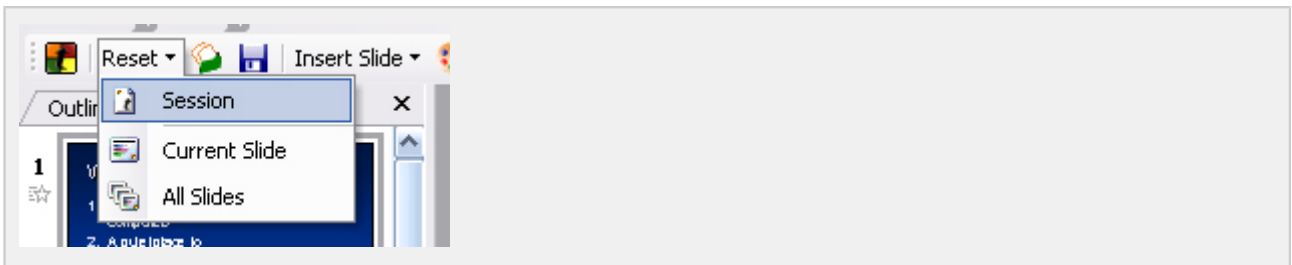
Introduction

A **Session** is a file which contains the record of how your students responded to questions with their clickers. It's important to **backup** your session files, particularly if you're giving your presentation on a smart classroom computer, as several faculty members throughout the week may save and delete sessions in this folder.

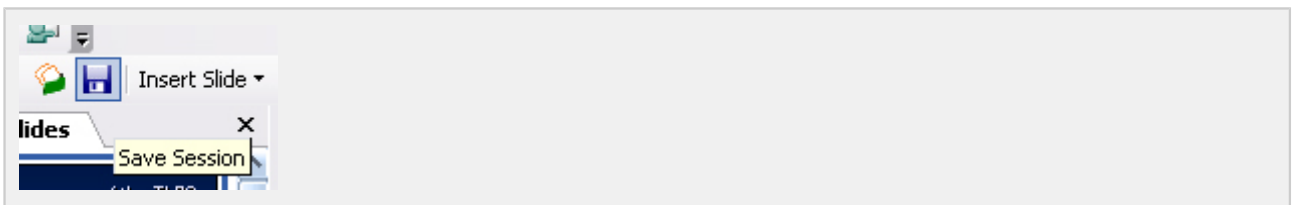
This is also the file that is exported to your Vista grade book.

Save Sessions to USB Flash Drive

You'll want to create a new session file before you begin your presentation. To do this, select the **Reset** menu and then select **Session** to start a new session (if a session has already been loaded you may be prompted to save it).

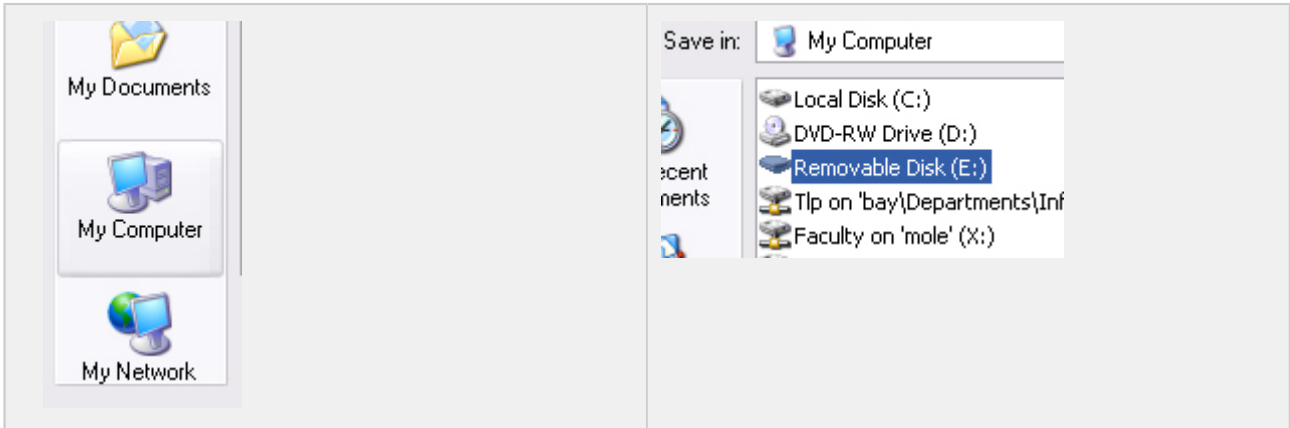


Later, after you have completed your TurningPoint presentation, you will then need to save the session file. To do this, select the **disk icon** from the TurningPoint toolbar.

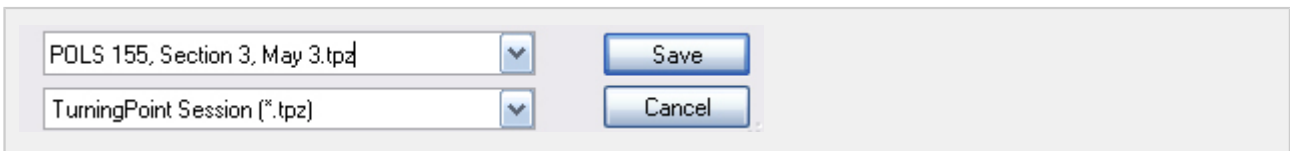


TurningPoint will prompt you to save the session to the default Sessions folder that comes with TurningPoint. Instead, you will want to save the session to your USB flash drive. This is because on a smart classroom computer several faculty members throughout the week may save and delete sessions in this folder.

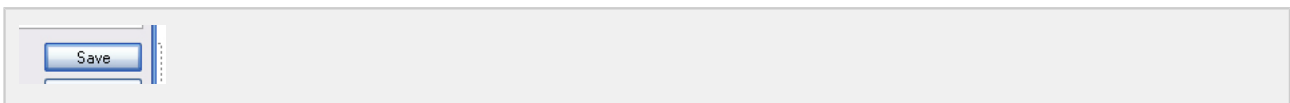
To do this, select the **My Computer** icon from the left and then double click your **USB flash drive** from the list on the right.



You will be prompted to enter a name for the session file. By default the name for the session is the day and time the session occurred. Consider giving a better and more descriptive file name that will be better for your own purposes. **For example:** POLS 155, Section 3, May 3.



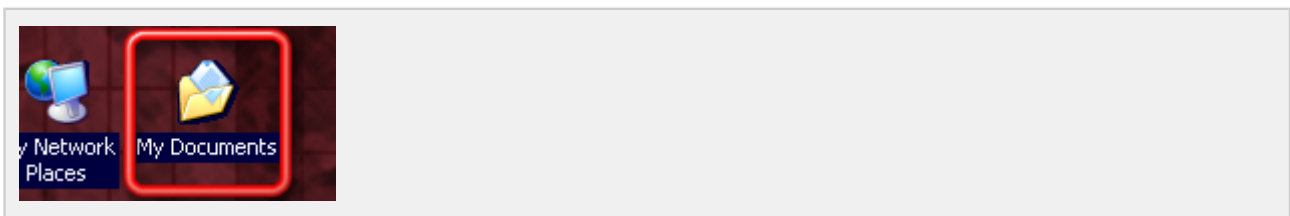
Then select **Save**.



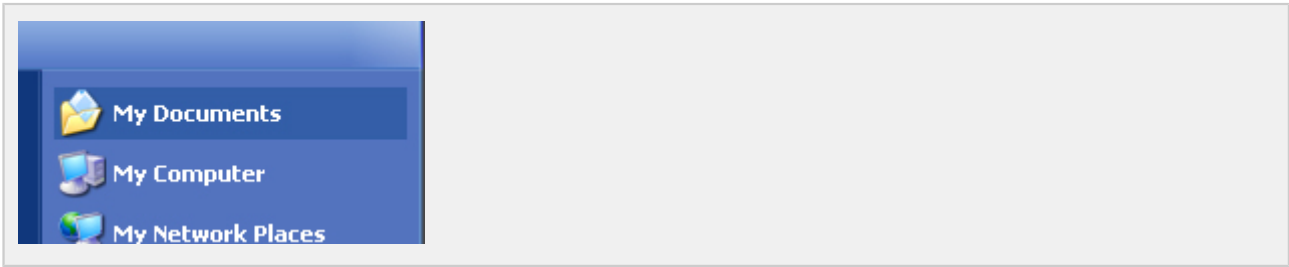
Create a backup of your Sessions on your Personal Computer

This is a recommended best practice, as it will provide you with two reliable places for your session files. Before proceeding with the following steps, you must first save your session to a USB flash drive (see above).

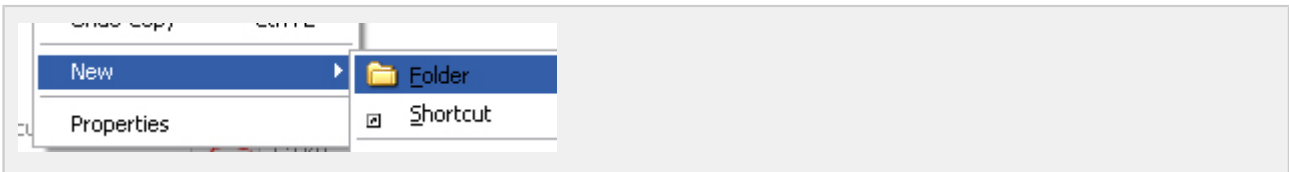
To begin, open your **My Documents** folder. Usually this folder is available right on your desktop.



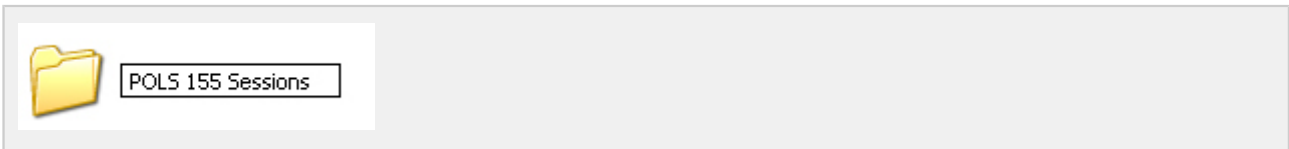
If you do not see the **My Documents** folder on your desktop, select the **Start** menu and then select the **My Documents** from the list.



Once your viewing your My Documents folder, right click on any available white space without an icon. A new pop-up menu will appear, and from the list of available commands select **New** and then **New Folder**.



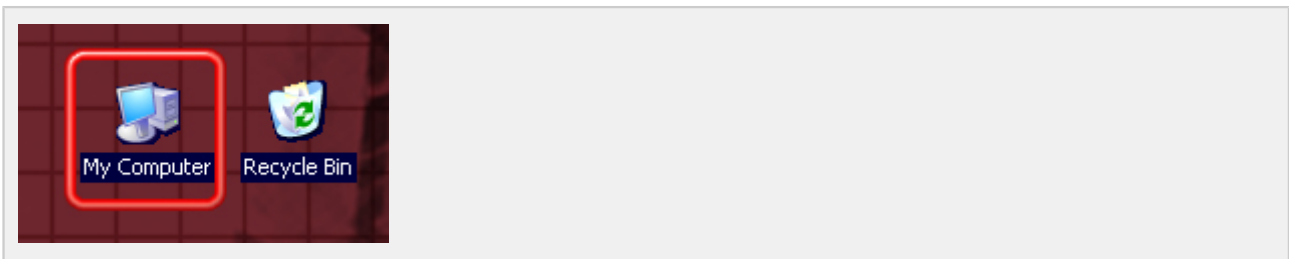
This new folder is where your session files will be stored and organized. It will be created with the default name of "New Folder," but you can change this by typing in a new name after it has been created. You will want the name to be something that is easily recognizable, for example "POLS 155 Sessions,"



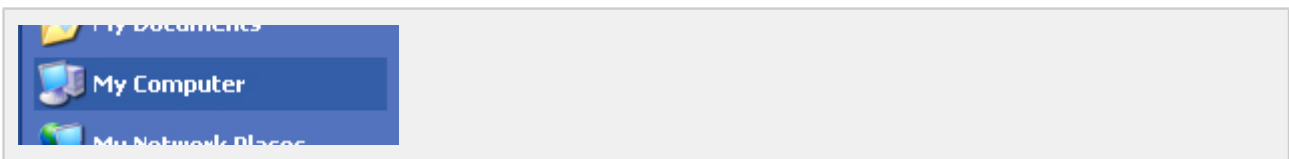
After your done entering the new name, double click the folder to open it. You will then will want to drag the new folder's window to the bottom right corner of your screen. You can do this by clicking on the blue title bar and holding the mouse button down, then move the cursor to move the window to the appropriate place.

Now that we have a place to store your session files, we can now begin backing them up.

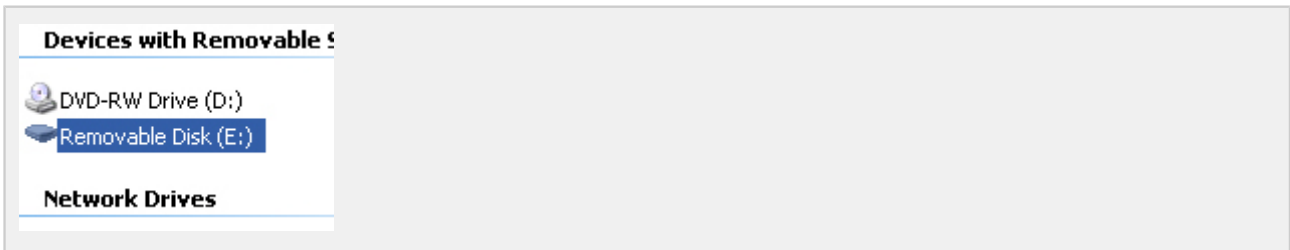
Insert your USB flash drive into the appropriate port on your computer. Wait approximately 10 seconds for the computer to recognize the drive, then double click the **My Computer** icon on your desktop.



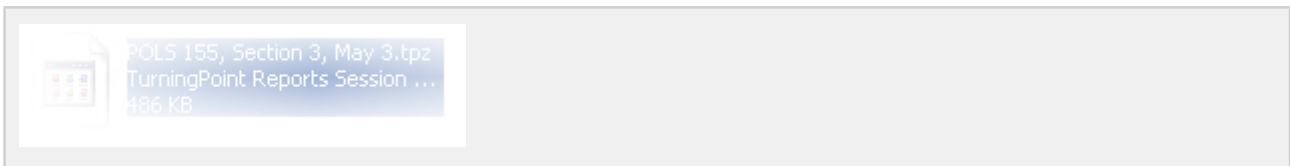
If you don't have the My Computer icon on your desktop, select the **Start** menu and then **My Computer**.



Select your USB flash drive from the list of drives connected to your computer. Then go to where you saved your session file(s).



Click on the session file(s) on your USB flash drive with your mouse once to highlight them. Hold down the mouse button, and then move the cursor to drag them into the folder you recently created (the icons will appear somewhat transparent as you're moving them). When the icons are on top of the new folder, let go of the mouse button and they will copy to your computer.



In the future, just repeat the steps of opening up the session folder and the USB flash drive so you can copy additional files by dragging and dropping.