



TurningPoint Quick Sheet: Beginning of Semester Preparations



As a TurningPoint and MyClasses user, you can now bring your Participant list information directly from MyClasses into TurningPoint. You can also send TurningPoint information (graded slides) back to the MyClasses Grade Center. This document has been created to help you prepare yourself and your students for a successful semester.

Before the First Day of Class

- Make sure that you have created a Register Your Clicker button within your MyClasses course (see the handout “Registration Setup”)

First Class Meeting

- Inform your students that they **MUST** enter your MyClasses course and register their clicker **BEFORE** the next class meeting. (see the handout “Student Registration”)

Before Second Class Meeting

- Launch TurningPoint on your office computer and generate your TurningPoint Participant List. (see the handout “Exporting Participant Lists from Bb”)
- Save the Participant List to either your P:\ drive or to a jump drive as you will need to move this file to the classroom computer. Remember to open TurningPoint when you get to the classroom and choose PARTICIPANTS and then click on IMPORT PARTICIPANT LIST. You only have to do this once unless you update the participant list in your office (and save it back to the P:\ drive or jump drive OR if Classroom Technology replaces the computer in that classroom).

After Class Meeting

- Once you have completed your first graded TurningPoint session, you can upload those grades instantly (right from the classroom) or you can save the session file to your P:\ or jump drive and upload them back in your office. (see handout “Importing TurningPoint Data into Bb”)