



TurningPoint Quick Sheet: First Time Classroom Checklist



Open TurningPoint

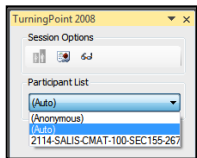
Open Lecture Document (PowerPoint)

*You may want to move this file to the desktop (if located on your P:/ Drive or USB drive, etc.) so it will run smoothly.



Import Participant List (.tpl file)

Click on Participants
Select Import Participant List
Find Participant List on your USB Drive or P:/ Drive
Click Open



Activate Participant List

Find the Participant List Drop-Down on right pane
Click on Drop-Down and find Participant List
Click on the Participant List File Name
Make sure the file name is displayed in the box



Reset Session

Click Reset Session BEFORE you begin to collect responses from the students. It will clear out any data that you may have collected before this session.

Run the PowerPoint Slideshow

Run the slideshow.

Ensure that the students have changed the channel on their clickers to the appropriate channel for the classroom.



Save Session (.tpz file)

Click the Save Session Icon on the TurningPoint Toolbar when you are finished lecturing.
Save your file on your USB Drive or P:/ Drive