

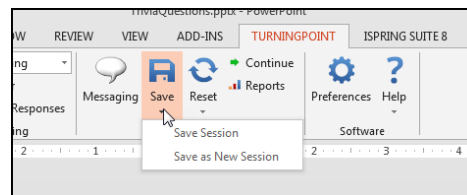
Saving Clicker Session Results and Uploading Grades – Instructor Guide

This quick sheet provides instructions on how to save a session file during class and use the saved file to upload the session scores to MyClasses.

Save the Session File:

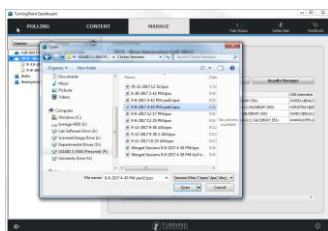
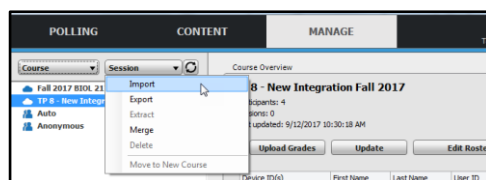
To save the session file to an external drive, (ex. your personal drive (P:) or an external USB drive), after you run a [PowerPoint Polling session](#) in-class:

1. From the TurningPoint Tab, click Save → then select Save Session. The Save As dialog box opens
2. Locate and select the location (drive/folder) where you wish to save the session file. Please make a note of the location where you save the session file, you will need the file to import the session file in TurningPoint and upload session scores to MyClasses later

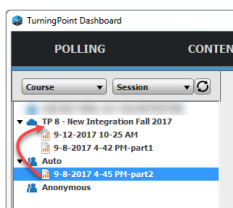
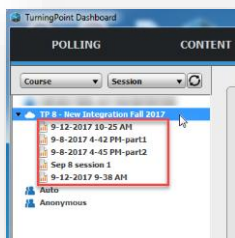
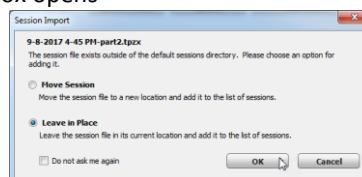


Import saved session:

1. Start TurningPoint App. Click the MANAGE tab
2. Click Session → Click Import
3. Locate the drive/folder where you save the session file



4. Select the session file and click Open. The “Session Import” dialog box opens
5. Select “Leave in Place” and click Ok
6. Click Ok on the “Import Summary” dialog box
7. Verify that the imported session is listed under the course list.



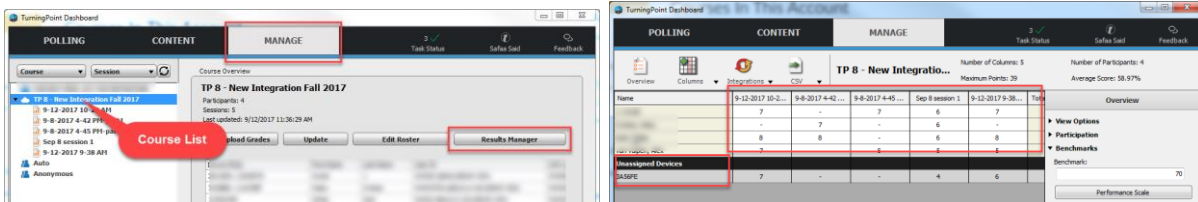
TIP

In some cases, the session is imported under “Auto”. If this happens, you can drag and drop the session under the course list.

Verify Imported Scores:

In some cases, session scores are not imported correctly, therefore it is important that you check scores before you upload grades to MyClasses. To check session scores:

1. Make sure the course list is selected on the left panel
2. Click "Results Manager"
3. Review students' scores and verify it reflects students' performance. Ensure there are no duplicated records for the same student



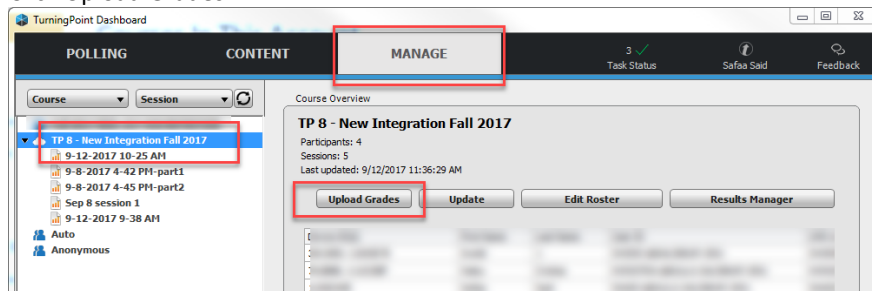
4. If you see anything unusual about the imported scores, complete the following steps to refresh session data:
 - a. Drag and drop all sessions one at a time to move from under the course list to place under "Auto"
 - b. Make sure there are no sessions listed under the course list
 - c. Click the Course List from the left panel
 - d. Click "Update"
 - e. Drag session(s) from Auto back under the course list

In some cases, if a student used an unregistered clicker device to participate in the session, the scores will be listed under "Unassigned Devices". If you identify the owner of the device you can assign the device to a participant in the course list. Instructions can be found at: [Assigning an Unassigned Device](#) turning technologies guide page.

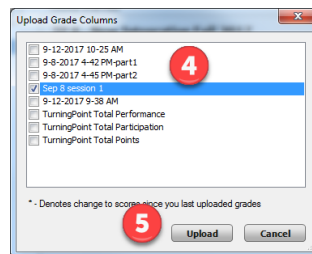
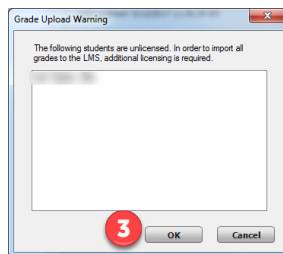
Upload Session Results to MyClasses:

To upload the imported session scores to the course gradebook in MyClasses:

1. Make sure the course list is selected on the left panel
2. Click Upload Grades



3. If prompted, click OK on the "Grade Upload Warning" message
4. Select the session to be uploaded from the "Upload Grade Columns". (You can select to upload one or multiple sessions at once)
5. Click Upload



6. Log in to MyClasses and review the uploaded grades