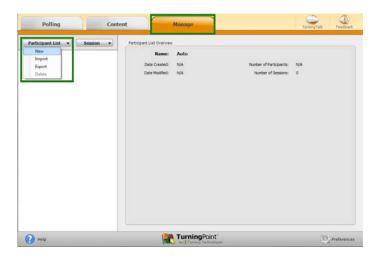
Real-Time Registration Tool with TurningPoint 5

Participants "click-in" to associate their Device ID and name at the start of a session. Instructors use this information for tracking responses.

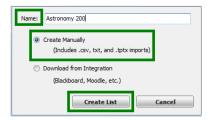
Before Class:

Instructor Creates the Participant List

- 1 Open TurningPoint 5 and select the **Manage** tab.
- 2 Click the Participant List drop-down menu and select New.



3 Name the participant list and click Create List.



4 Enter **participant information** (include Last Name, First Name and User ID).



This information can be copy/pasted into the cells or imported from a CSV or TXT file by clicking the Participant icon.

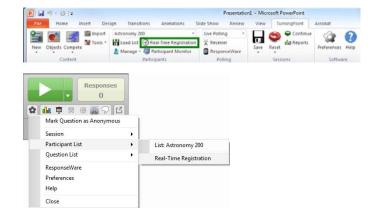


5 Click Save and Close.

During Class:

Instructor Collects Device IDs and Runs Presentation

- 1 Open TurningPoint 5 and select the **Polling** tab.
- 2 Select the appropriate **participant list** for the class.
- **3** Select the **PowerPoint Polling** (PC) or **Anywhere Polling** environment.
- 4 In the PowerPoint Polling environment, click **Real-Time Registration** on the TurningPoint ribbon/toolbar. If using Office 2003, click ☑
 - In the Anywhere Polling environment, click the **Options icon**, mouse over **Participant List** and select **Real-Time Registration**.





5 Click the **Play** button to open registration.



6 Instruct participants to **press the number** on their ResponseCard that corresponds to the number next to their name (1 through 0). Only 10 participants show at a time. Additional participants can be displayed by clicking the forward or back buttons.



- 7 Click the **Pause** button once all participants have "clicked-in."
- 8 If necessary, re-open registration to make any changes. Click the **X** to save the IDs and close the window.
- **9 Run** and **save** the session as normal.

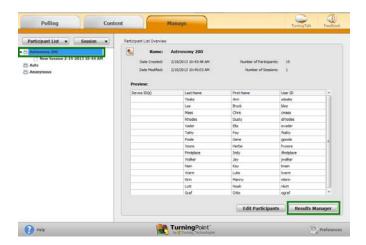
After Class:

Instructor Reviews Participant Information

1 Open TurningPoint 5 and select the **Manage** tab.



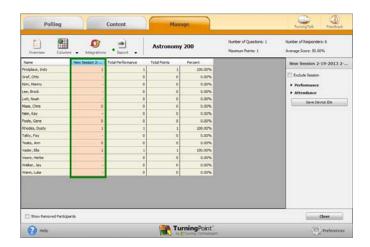
2 Select the participant list associated with the saved session and click Results Manager.



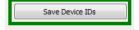
Data is assigned to participants in that session.

Assign Device IDs to the Participant List

1 Select the **Grade Column** header for the appropriate session.



2 Click **Save Device IDs** from the Settings Pane.



- 3 Confirm to assign the Device IDs to the participant list.
- 4 Click OK.

The participant list is now updated.

