RESPONSEWARE 1.2.0 FOR IOS STUDENT GUIDE

ResponseWare turns a participant's web-enabled mobile device into a virtual ResponseCard. Participants are able to respond to polling questions using a Wi-Fi or data connection.

ResponseWare allows alphanumeric entry via a cell phone style input or a QWERTY style keyboard. Questions and answer choices are displayed on the mobile device while polling is open. ResponseWare is compatible with TurningPoint 5, TurningPoint 2008 and TurningPoint AnyWhere.

Technical Requirements

The following are required for ResponseWare to properly function.

- iPhone, iPod Touch, iPad iOS 4.0 or higher

- Wi-Fi connection (recommended for optimal performance) or data connection

- TurningPoint 5 for PC - 5.0 or higher

- TurningPoint 2008 for PC - 4.0 or higher

- TurningPoint AnyWhere for PC - 2.0 or higher

- TurningPoint AnyWhere for Mac - 1.2 or higher

> ### WARNING
> You may be charged by your wireless provider if you do not have an unlimited data plan. Turning Technologies is not responsible for any cellular usage charges.

Setting Up ResponseWare

Before using ResponseWare in class, the app must be downloaded to your iOS device. This section covers:

- ***Purchasing a ResponseWare License***

- ***Creating a ResponseWare Account***

- ***Changing the Account Password***

- ***Adding a New License to an Existing Account***

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PURCHASING A RESPONSEWARE LICENSE

A license is required to use ResponseWare. Licenses can be purchased from the Turning Technologies Student Store in variations of three months, six months, one year, two years, three years, four years or five years. Alternatively, most bookstores carry ResponseWare scratch cards. A scratch card can be purchased in place of ordering online.

How to purchase a ResponseWare license...

1   Go to **store.turningtechnologies.com**.

2   Enter the **school code** for your institution in the School Code field.

> *NOTE*
> A school code may be provided by your instructor. If no code is provided, click Enter Without Code.

3   Select a ResponseWare license and click **Add to Cart**.

4   When finished, click the 'View shopping cart' icon in the upper right corner of the web page.

5   Click **Checkout**.

6   Enter your billing information and click **Review Order**. It is strongly recommended to use your school e-mail upon checkout as the license code will be associated to that e-mail.

> *IMPORTANT*
> A receipt will be sent to your e-mail containing the ResponseWare license code.

CREATING A RESPONSEWARE ACCOUNT

A ResponseWare account must be created prior to using the ResponseWare app.

How to create a ResponseWare account...

1   Go to **www.rwpoll.com**.

2   Click **Create an Account Now**.

3   Enter the ResponseWare license code in the **Enter License Code** field.

4   Enter an e-mail address in the **E-mail** field.

5   Confirm the e-mail address in the **Confirm E-mail** field.

6   Enter a password in the **Create a Password** field.

7   Confirm the password in the **Confirm Password** field.

8   Enter the text from the **Security Image**.

9   Click **Create Account**.

A summary screen is displayed. An e-mail from support@turningtechnologies.com will be sent to the e-mail address provided containing the username, license information and Device ID.

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10 Click **Continue**.

The ResponseWare Main Page is displayed.

> ### NOTE
> A Session ID is an ID generated by the instructor that allows participants to join the current session. The Session ID will be provided in class by the instructor.

CHANGING THE ACCOUNT PASSWORD

Participants can change their passwords through the 'Your Account' setting on www.rwpoll.com. Participants can also view license expiration information.

How to change a password...

1 Go to **www.rwpoll.com**.

2 Click **Login** in the upper right corner of the Main Page.

3 Enter your **e-mail address** (login) and **password** and click **Login**.

4 Click **Your Account** in the upper right corner.

5 Click **Change Your Password**.

6 Enter your current password in the Current Password field.

7 Enter your new password in the New Password field.

8 Confirm your new password in the Confirm Password field.

9 Click **Change**.

A confirmation that the password has been successfully changed is displayed.

ADDING A NEW LICENSE TO AN EXISTING ACCOUNT

If a license has expired, users can add a new license to an existing ResponseWare account.

Prerequisites
Visit **store.turningtechnologies.com** to purchase a new ResponseWare license.

How to add a new license to an existing account...

1 Go to **www.rwpoll.com**.

2 Click **Login** in the upper right corner of the Main Page.

3 Enter your **e-mail address** (login) and **password** and click **Login**.

4 Click **Your Account** in the upper right corner.

5 Enter the new license code in the new license code field.

6 Click **Enter**.

The Support Team sends a confirmation e-mail indicating a change has been made.

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Using the ResponseWare App

This section covers using the ResponseWare app for iOS.

DOWNLOADING RESPONSEWARE

ResponseWare is a free app and is available for download from the App Store or from iTunes. If downloading to an iPad, click the iPhone option to access the application.

How to download ResponseWare...

1   Search for 'ResponseWare' in the App Store or in iTunes.

2   Download and install the app to the iOS device.

LOGGING INTO A RESPONSEWARE SESSION

Most instructors require participants to be logged into a ResponseWare account. Alternatively, instructors may allow participants to login as Guests.

How to login to a session...

1   Open **ResponseWare** on the iOS device.

2   Tap the **Your Account** field.

3   Enter your **Username** (login) and **Password** and select **Done**.

4   Tap the **Your Identity** field.

5   Enter your **First Name**, **Last Name** and **User Data**. Select **Save**.
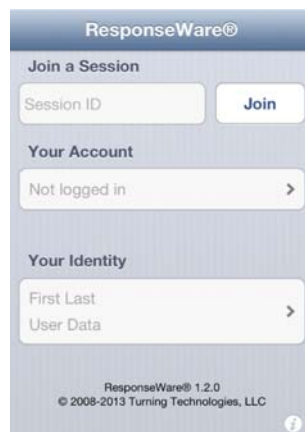
TIP
User Data can refer to a Student ID, section number or any other piece of information the instructor may require.

6   Tap the **Join a Session** field.

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7   Enter the **Session ID** provided by your instructor and tap **Join**.

> ### NOTE
> The *Your Account* and *Your Identity* fields will retain any entered information.

SETTING A CUSTOM HOST URL

A custom host URL can be set through the Settings section of the ResponseWare app. This should only be changed if denoted by your instructor.

### How to set a custom host URL...

1   From the home screen, tap the **Information** icon.

The Settings screen opens.

2   Slide the **Custom Host URL** setting from Off to **On**.

3   **Enter** the new URL by tapping the field provided.

4   Click **Done**.

RESPONDING TO MULTIPLE CHOICE POLLING QUESTIONS

Multiple Choice questions are the most common form of polling questions.

How to respond to Multiple Choice or Multiple Response questions...

1   When polling is open, the question and answer choices are displayed.

2   **Tap** the number or letter that corresponds to the answer choice(s).
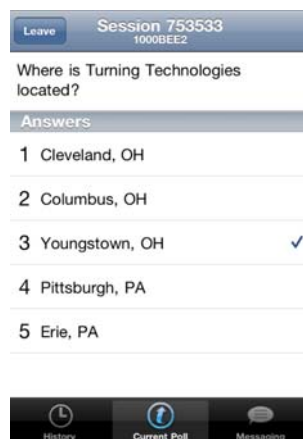
Answer selections can be changed as long as polling is open.

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Once polling is closed, the results are displayed.
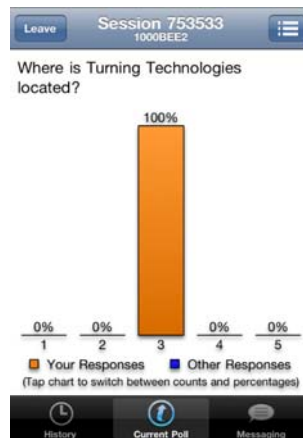
Tap the chart to view counts instead of percentages. Tap the chart again to switch back to percentages.

To view the question, tap the Question View icon in the upper right corner of the screen. To return to the chart, tap the Chart View icon in the upper right corner of the screen.

RESPONDING TO SHORT ANSWER, NUMERIC OR ESSAY QUESTIONS

ResponseWare allows for easy input for Short Answer, Numeric or Essay questions.

How to answer Short Answer, Numeric or Essay questions...

1 When polling is open, the question and answer choices are displayed.

2 Tap **Enter Response...**

3 Enter a response by typing the answer choice.

4 Tap **Done**.

Once polling is closed, the results are displayed.

RESPONDING TO MOMENT TO MOMENT QUESTIONS

Moment to Moment questions are used to track the on going opinion of participants over a period of time. Moment to Moment questions display a scale from 1 to 5 with a Scale Selector in the middle.

1 The Scale Selector is displayed. If the Scale Selector is not displayed, swipe in the center of the screen to the left.

2 **Slide the Scale Selector** between 1 (minimum) and 5 (maximum) at any time to change the rating on the current question.

VIEWING THE QUESTION HISTORY

The Question History option allows participants to view questions previously surveyed during the session.

How to view previously surveyed questions...

1 Tap the **Question History** icon.
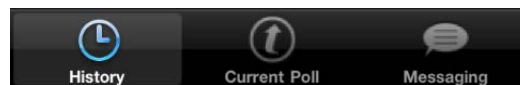
A list of available questions appears.

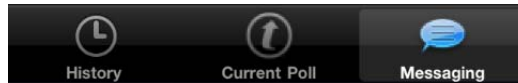2 Tap a question to view the results or answer options.

3 Tap **Current Poll** to return to the current question.

SENDING FEEDBACK TO THE PRESENTER

Participants can send questions or comments to the presenter via the Messaging icon.

How to send Feedback...

1 Tap the **Messaging** icon.

2 Tap the **Pencil** icon in the upper right corner.

The New Message Window opens.

3 Enter the message and select **Done**.

A message sent to the presenter is displayed in green. A message sent from the presenter is displayed in blue.

4 Tap the **Current Poll** icon to return to the current question.

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Contact Us

If you have questions or concerns, additional resources are available online or by calling a Turning Technologies representative.

Online Assistance

Turning Technologies offers online assistance through its website at **www.turningtechnologies.com**.

Go to the Support page of the website to find more information, such as support guides and manuals, online tutorials and product training.

Customer Support

Turning Technologies' Customer Service Department offers first class technical support second to none.

Technical Support is available Monday - Friday, 7:00 a.m. - 9:00 p.m. EST.

For your convenience we offer several methods of communication for technical support. From within the contiguous United States, you can reach Customer Service toll-free by calling 1.866.746.3015.

If calling from outside the United States please call +1.330.746.3015.

Customer Service may also be reached via e-mail at support@turningtechnologies.com.

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