

Using TurningPoint in 490



General

- Each morning, Educational Technology (E.T.) will unlock the cabinet containing clickers
- Clickers will be obtained from and returned to the proper box as needed throughout the day
- At the end of each day, E.T. will verify all clickers are in to the proper box; and notify student(s) and coordinator, if any clickers are missing

Using the computer in room 490's podium

- Log into TP (which creates a session), select participant list (anonymous, Web, or clicker), and save session unless anonymous participant list is selected.

Using your **laptop without clickers**

- Log into TP (which creates a session), select participant list (anonymous or Web).
- If Web participant list is selected, save session and provide the session file to Knowledge Management's Dr. Paul Welch via email (pwelch@mail.ucf.edu) or thumbdrive

Using your **laptop with clickers**

- A faculty member using their **laptop with clickers** needs to do the following:
 - o Before class, obtain the receiver (and job aid) from Dale Voorhees (407) 467-6098 - Room 336
 - o During class, log into TP (which creates a session), select participant list (anonymous, or clicker), and save session unless anonymous participant list is selected.
 - o After class, provide the saved session file to Knowledge Management's Dr. Paul Welch via email (pwelch@mail.ucf.edu) or thumbdrive
 - o By end of the day, drop receiver in the lock box (with slot in 490)
- At the end of each day, E.T. will collect all receivers from locked box with slot.

E.T. additional end-of-the-day responsibilities

- o Lock the clickers in cabinet in 490
- o Collect all TurningPoint session files placed on computer in 490 and deliver each to Dr. Paul Welch (via shared-drive or thumbdrive)
- o Delete these session files from the computer in room 490's podium
- o Delivery collected TurningPoint data to Dr. Paul Welch) via shared-drive or thumbdrive