

ECHO 360 POINT SOLUTIONS

INSTRUCTOR TUTORIAL FOR PC

Feinberg School of Medicine



POINT SOLUTIONS DESKTOP INSTRUCTOR TUTORIAL FOR PC

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1. ECHO 360 POINT SOLUTIONS OVERVIEW

Echo 360 Point Solutions (formerly TurningPoint) is an audience response system (ARS) that allows instructors to create assessments that directly integrate into PowerPoint. During class, instructors display a Point Solutions assessment on-screen and students respond with any web-enabled device. Results appear on the display for the class to discuss or for the instructor to grade. Instructors can use Point Solutions to take attendance, give in-class quizzes, prompt discussions, and determine how well a class understands course material in order to increase student engagement and facilitate inclusive teaching.

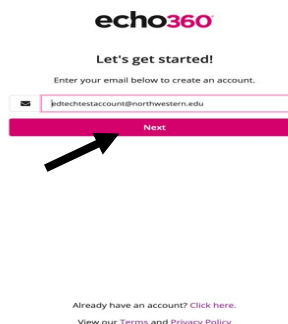
2. TUTORIAL OBJECTIVES

By the end of the tutorial, the reader will be able to:

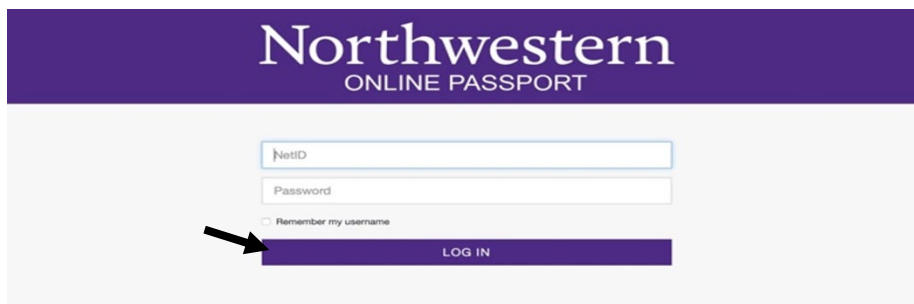
1. Create an Echo 360 Point Solutions account
2. Download and install the Point Solutions software
3. Create a new PowerPoint Polling presentation
4. Add PowerPoint Polling slides to an existing PowerPoint presentation
5. Run a PowerPoint Polling session
6. Generate reports based on saved PowerPoint Polling data
7. Troubleshoot some common Point Solutions problems

3. CREATING AN ECHO 360 POINT SOLUTIONS ACCOUNT

3.1. [Click here](#) and enter your **Northwestern email address**. Then click **Next**.



3.2. Enter your **NetID** and **Password** when you are redirected to the Northwestern Online Passport and then click **Log In**.



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- 3.3. Select the appropriate **role** and **country** from the respective drop-down menus. Your account is now created, and you will be delivered to the Point Solutions Account Dashboard. You are now ready to download and install Point Solutions.

echo360

New User Registration

Email

damian.williams@northwestern.edu

Role

Instructor

Select

Participant

Instructor

Country

Select

Market

Higher Education

Last Name

Williams

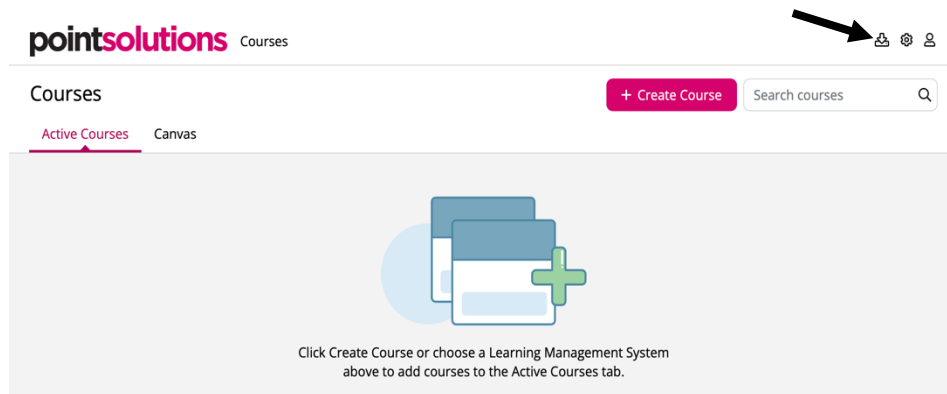
☐ I agree to Echo360 End User License Agreement

Continue

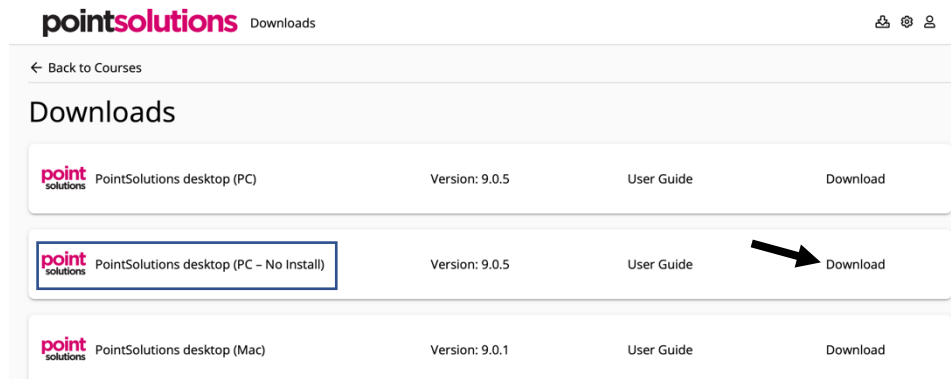
4. DOWNLOADING AND INSTALLING POINT SOLUTIONS SOFTWARE

4.1. Downloading Point Solutions

- 4.1.1. Click on the **download** icon in the upper righthand corner of the Point Solutions Account Dashboard.



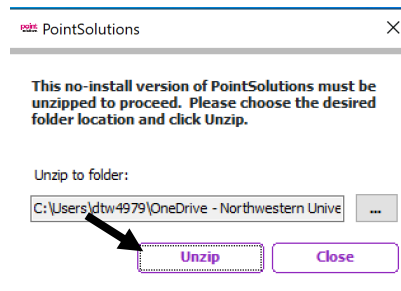
- 4.1.2. Locate the **Point Solutions desktop (PC – No Install)** bar on the Downloads page and click the respective **Download** link.



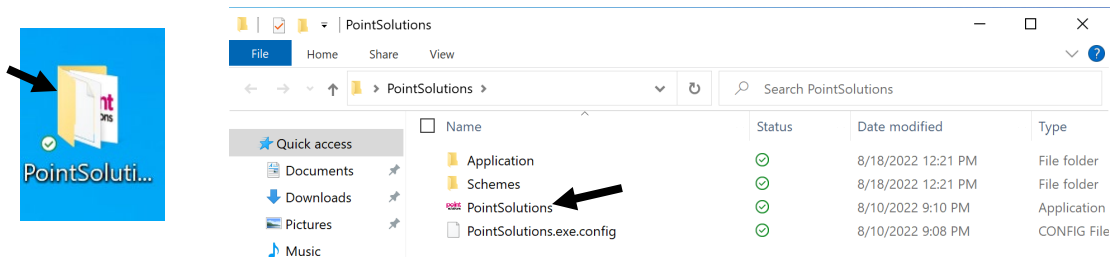
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4.1.3. Unzip the Point Solutions download by clicking the **Unzip** button.

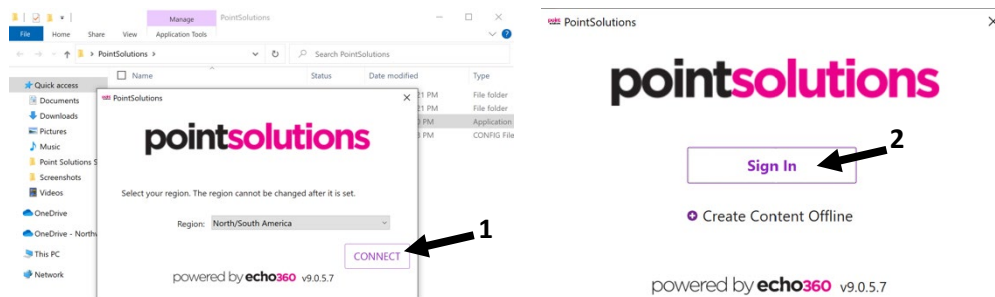


4.1.4. Double-click on the **Point Solutions** folder icon that appears on your desktop after the download unzips and then click the **Point Solutions** link.

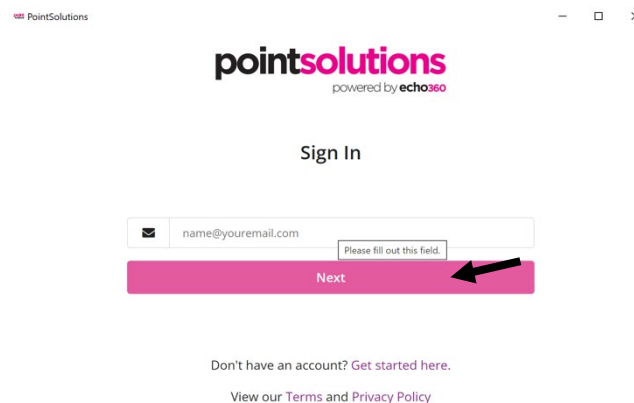


4.1.5. After the Point Solutions pop-up window is displayed:

1. Click **Connect** in the first pop-up window.
2. Click **Sign In** in the second pop-up window.



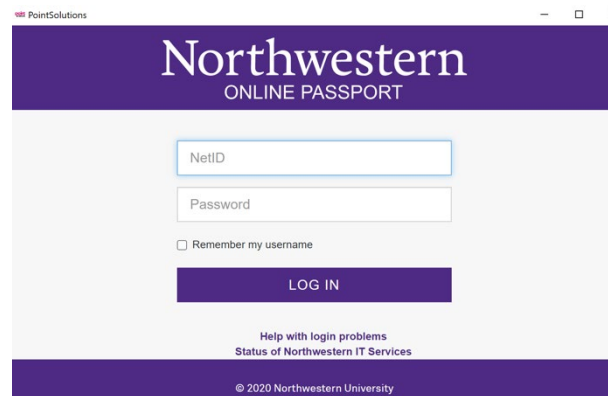
4.1.6. Enter your **Northwestern** email address then click **Next**.



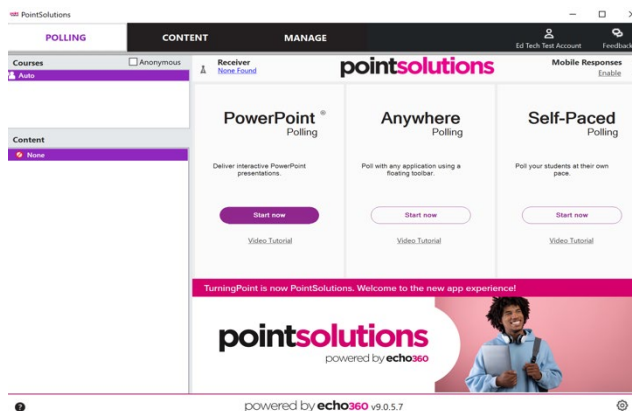
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4.1.7. Enter your **NetID** and **Password** when you are redirected to the Northwestern Online Passport and then click **Log In**.



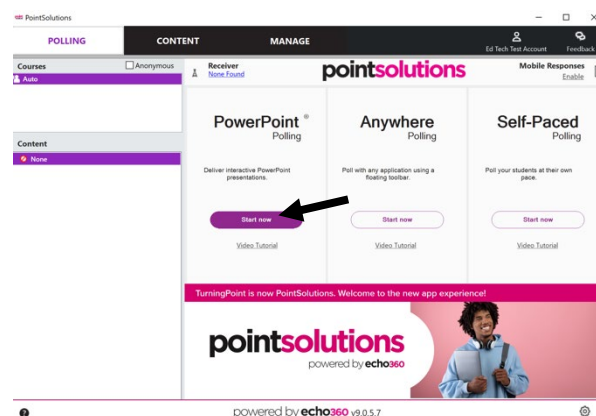
4.1.8. Point Solutions is now installed, and you are ready to create PowerPoint Polling slides.



5. CREATING POWERPOINT POLLING SLIDES

5.1. Creating a New PowerPoint Polling Presentation

5.1.1. To create a new PowerPoint Polling presentation, load Point Solutions by double-clicking on the **Point Solutions icon**. Then click the **Start now** button in the PowerPoint Polling panel in the Point Solutions Dashboard. PowerPoint will load. **Note:** If you receive an error message, quit PowerPoint and repeat this step.

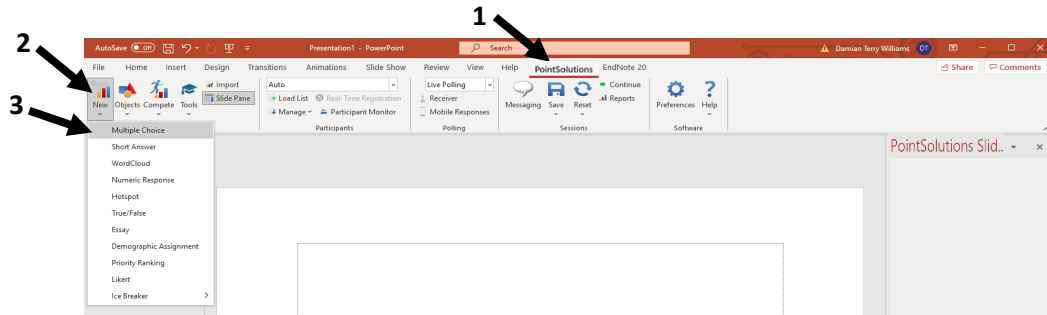


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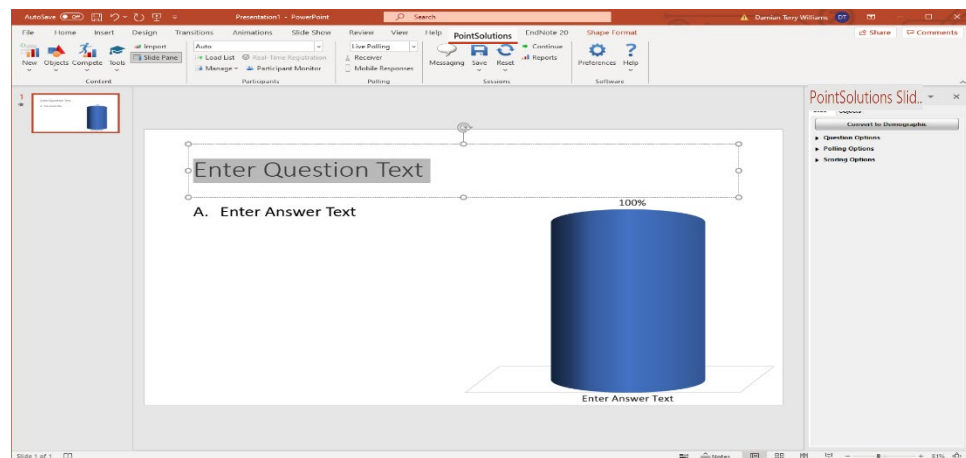
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5.1.2. To display a new PowerPoint Polling slide in the PowerPoint deck:

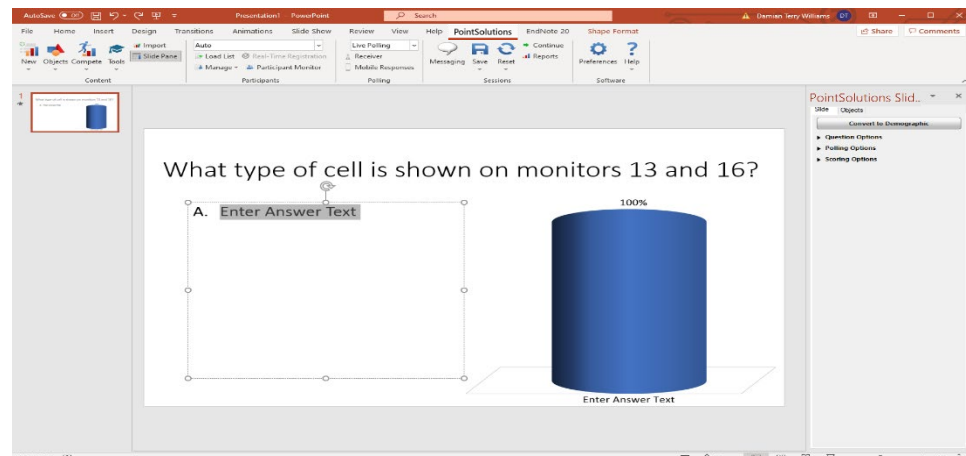
1. Click on the **Point Solutions** tab to activate the Point Solutions toolbar.
2. Click **New** on the Point Solutions toolbar.
3. Select which **type of question slide** you want to create.



5.1.3. Highlight “Enter Question Text” at the top of the PowerPoint Polling slide and write your question or statement.



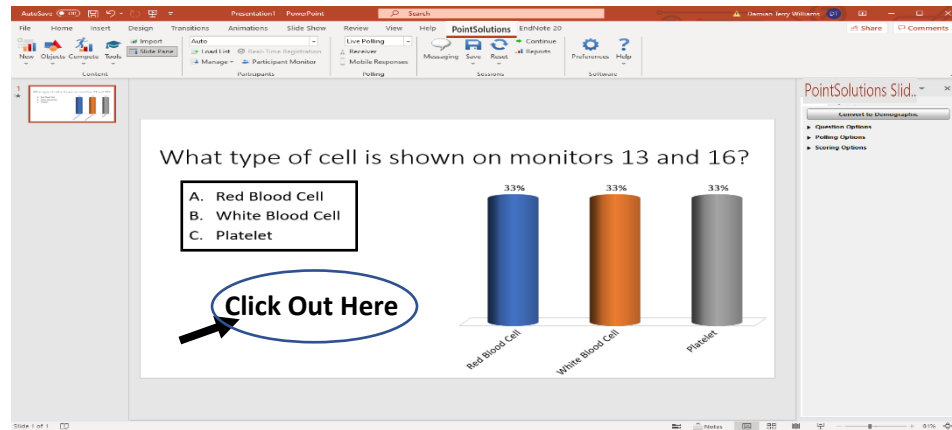
5.1.4. Highlight “Enter Answer Text” in the body of the PowerPoint Polling slide and enter your answer options.



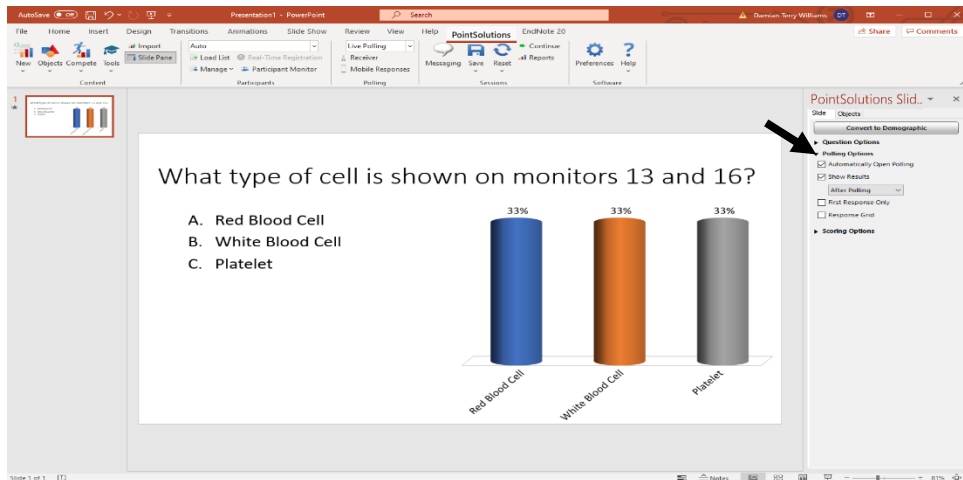
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5.1.5. Click **anywhere on the slide** outside the PowerPoint answer box to sync up the bar chart with the answer options.

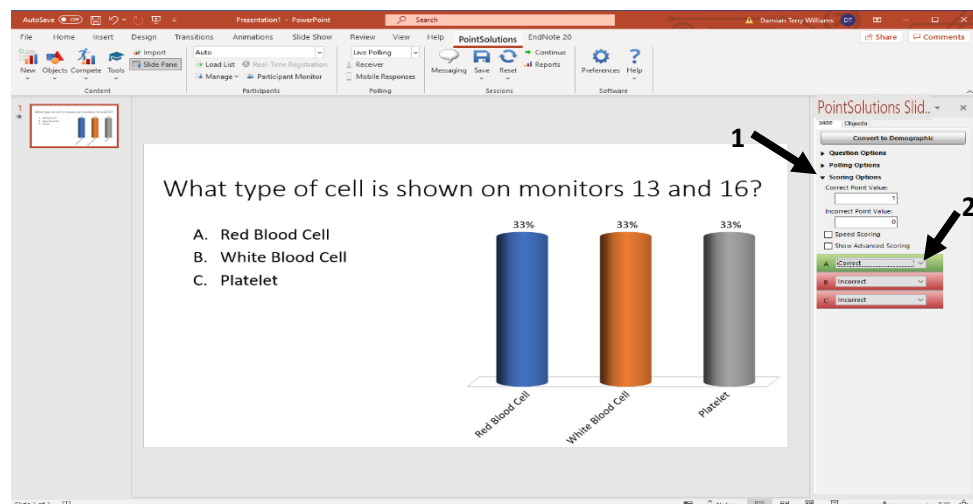


5.1.6. Click on the **arrow adjacent to Polling Options** in the Slide Preferences toolbar and configure the polling options.



5.1.7. To designate the correct answer(s):

1. Click on the **arrow adjacent to Scoring Options** in the Slide Preferences toolbar.
2. Use the binary drop-down menus to designate the **correct answer(s)**.

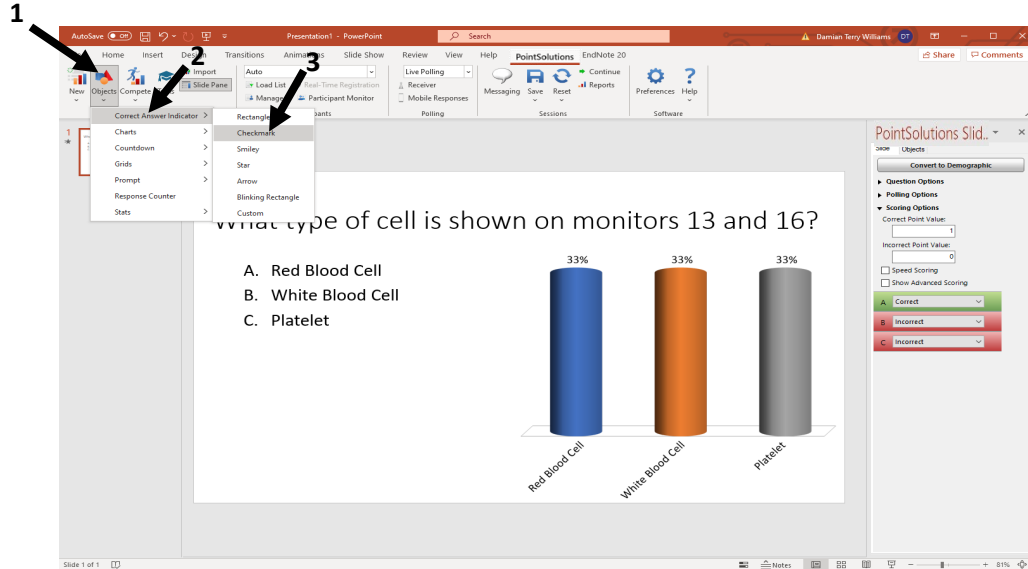


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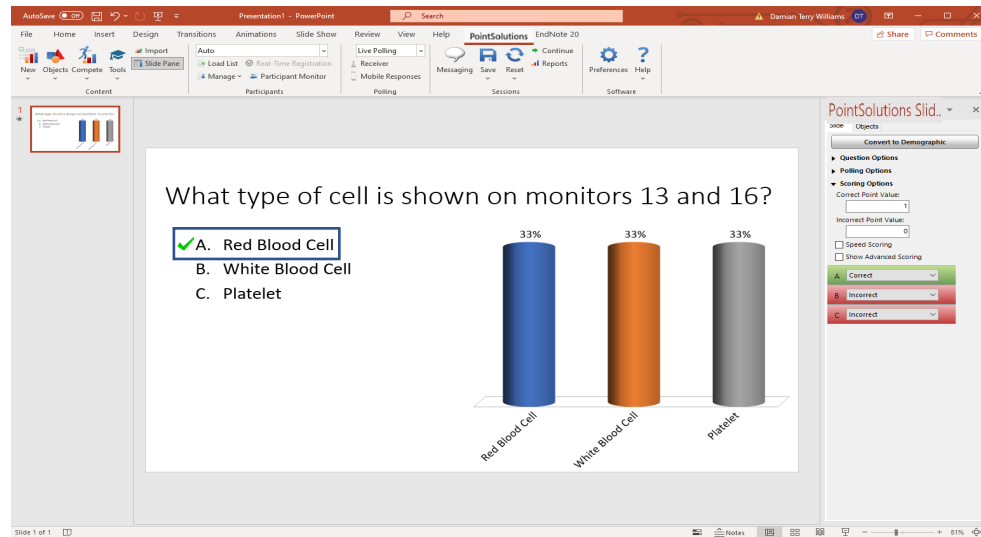
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5.1.8. To show the audience the correct answer(s):

1. Click on the **Objects** button in the Point Solutions toolbar.
2. Select **Correct Answer Indicator** from the first drop-down menu.
3. Choose an **object indicator** from the second drop-down menu to mark the correct answer.



5.1.9. The object indicator will appear next to the correct answer on the slide.



5.1.10. Repeat Steps 5.1.2 — 5.1.9 to create additional PowerPoint Polling slides.

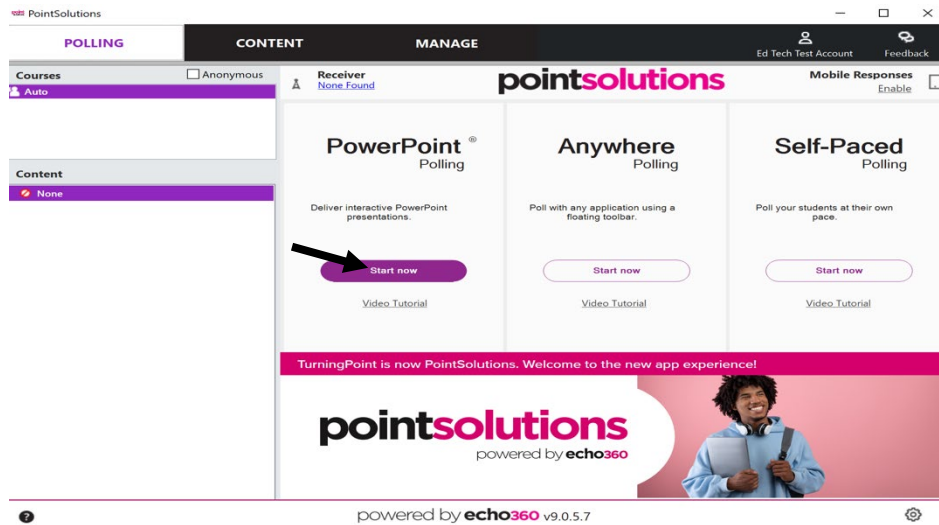
5.1.11. Save the presentation repeatedly throughout the slide creation process and before closing out of the program.

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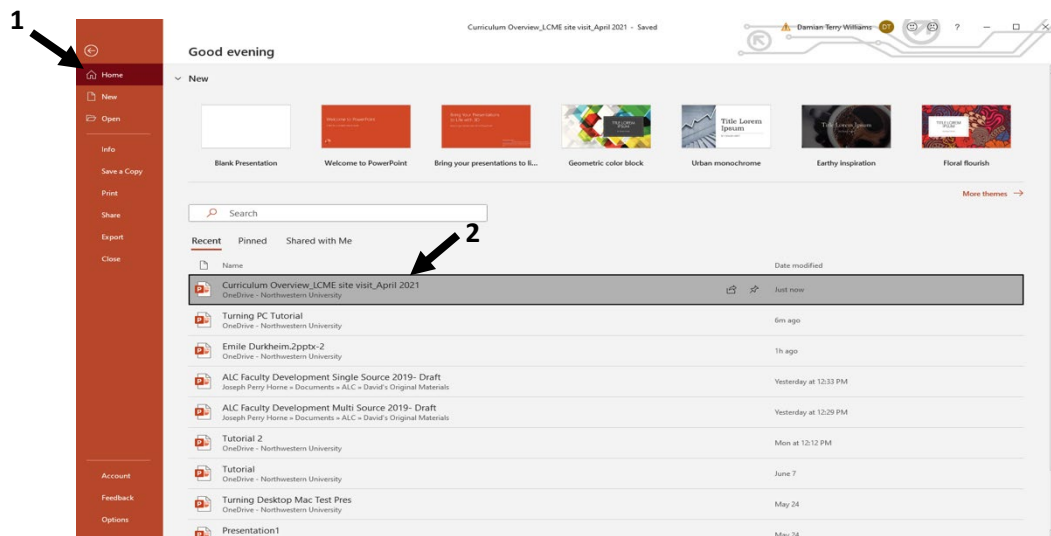
5.2. Adding PowerPoint Polls to an Existing Presentation

5.2.1. To add PowerPoint Polling polls to an existing PowerPoint presentation, double-click on the **Point Solutions icon** to load Point Solutions and click the **Start now** button in the PowerPoint Polling panel. PowerPoint will load. **Note:** If you receive an error message, quit PowerPoint and repeat this step.



5.2.2. To load the relevant presentation:

1. Use the PowerPoint menu to open the relevant file location.
2. Double-click on the relevant presentation file.

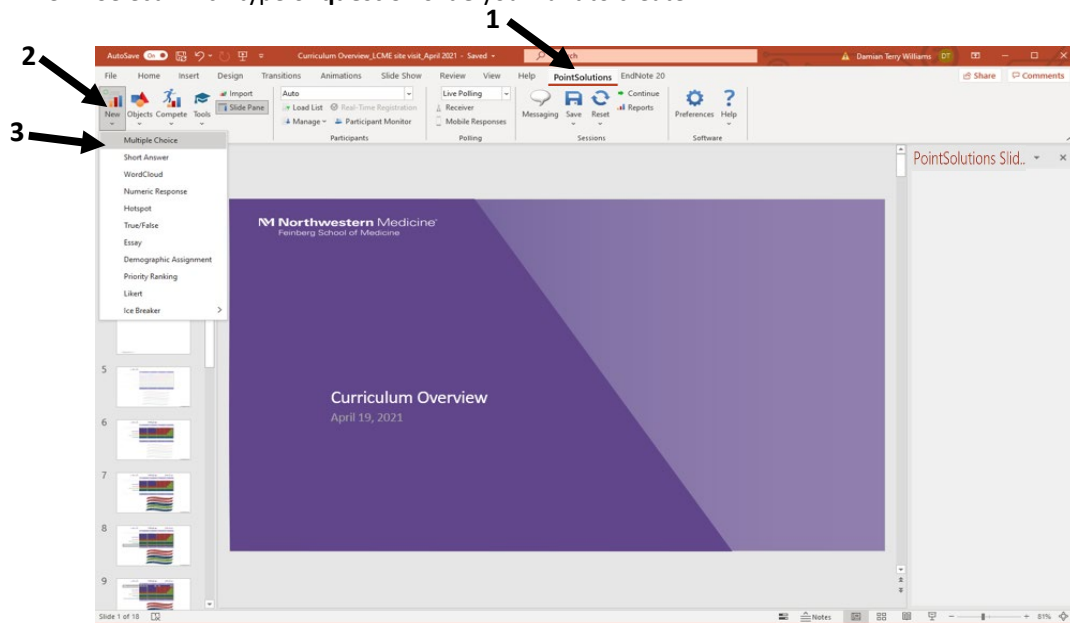


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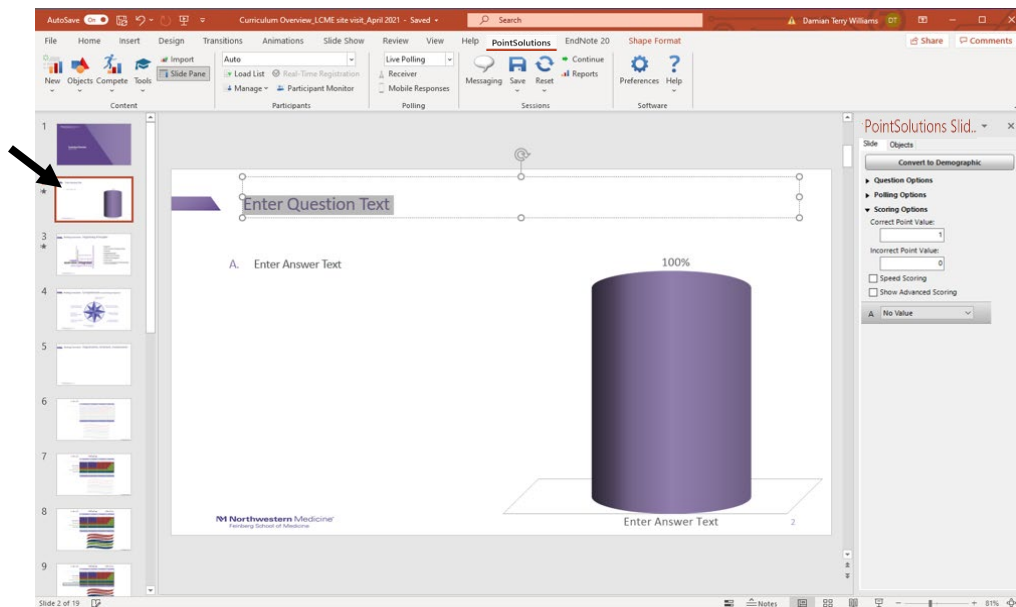
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5.2.3. After the presentation loads:

1. Click on the **Point Solutions** tab to activate the Point Solutions toolbar.
2. Click **New** on the Point Solutions Toolbar.
3. Select which type of **question slide** you want to create.



5.2.4. The new PowerPoint Polling slide will appear in the slide deck of the pre-existing presentation.



5.2.5. To produce a complete PowerPoint Polling slide or to add additional the polling slides, repeat steps 5.1.2 — 5.1.9 in the “Creating a New PowerPoint Polling Presentation” section.

5.2.6. Save the presentation repeatedly throughout the slide creation process and before closing out of the program.

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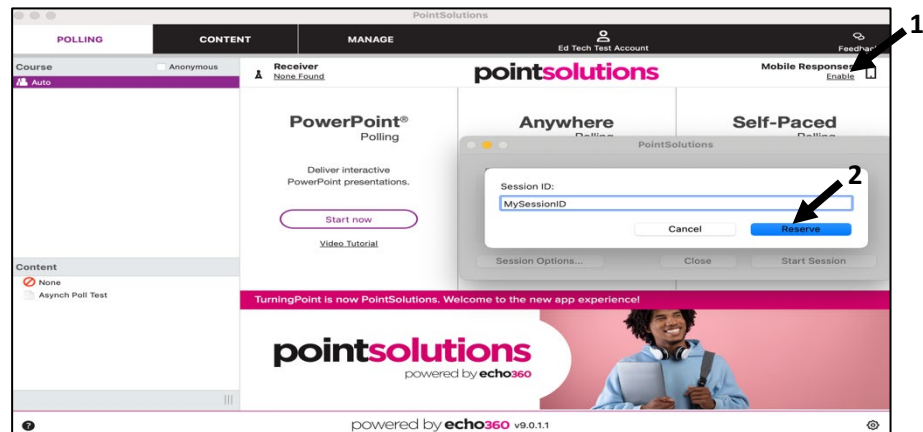
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6. CREATING A SESSION ID

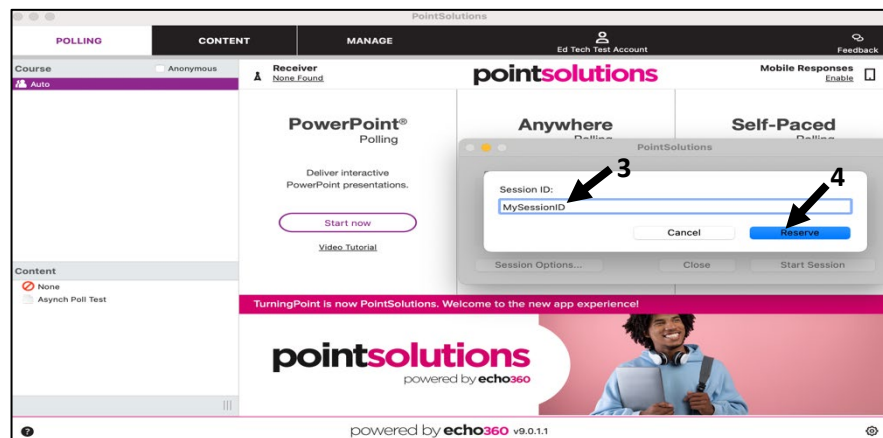
6.1. Before you can run a session you must create a Session ID that syncs up your Point Solutions presentation with the audience's web-enabled response devices such as a smartphone, tablet, or computer.

6.1.1. To create a Session ID, load Point Solutions and then:

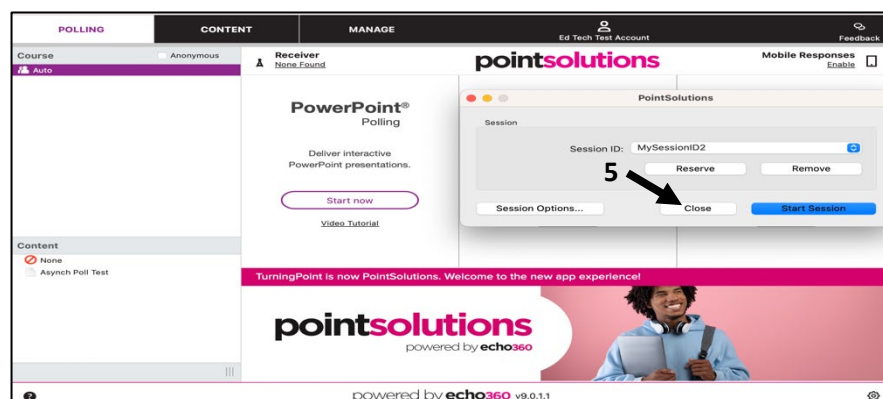
1. Click on the **Enable** link under Mobile Responses in the Polling Dashboard.
2. Click the **Reserve** button in the pop-up window.



3. Create a **name** for the Session ID in the pop-up window text box.
4. Click **Reserve** in the pop-up window.



5. Click **Close** in the pop-up window.

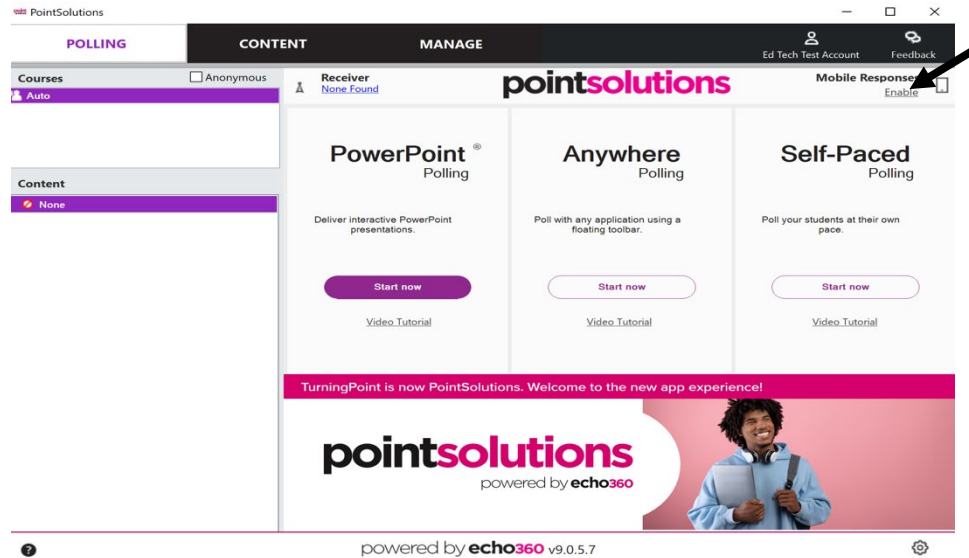


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7. RUNNING A PRESENTATION

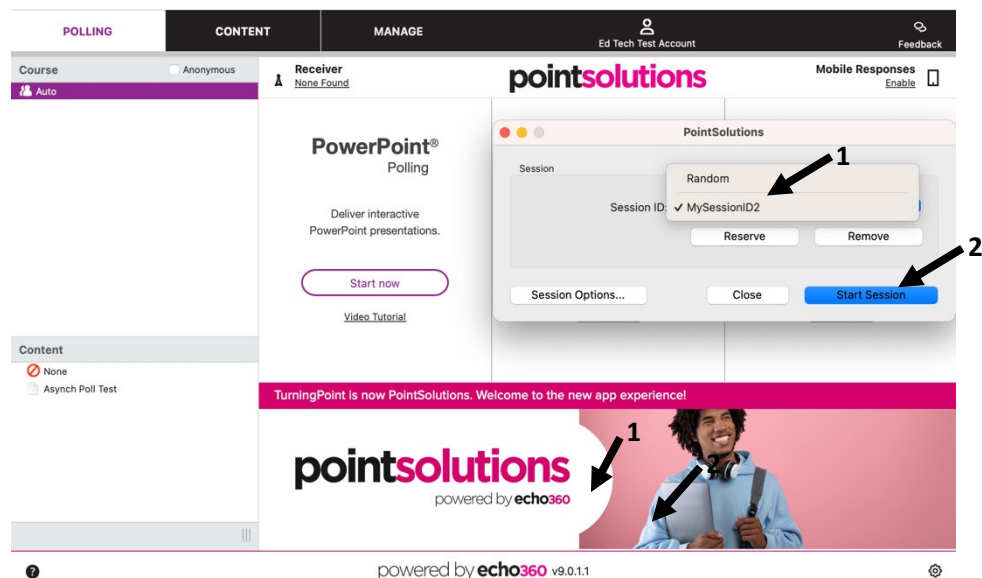
- 7.1. Load Point Solutions and click on the **Enable** link under Mobile Responses in the Point Solutions Dashboard. The Session ID pop-up window will be displayed.



- 7.2. From the drop-down menu in the Session ID pop-up window:

1. Either select a **premade Session ID** or select **Random** if you want to generate a random Session ID code.
2. Click **Start Session**.

Note: You must take this step before you load your PowerPoint presentation. The session will not run properly if the order is inverted.

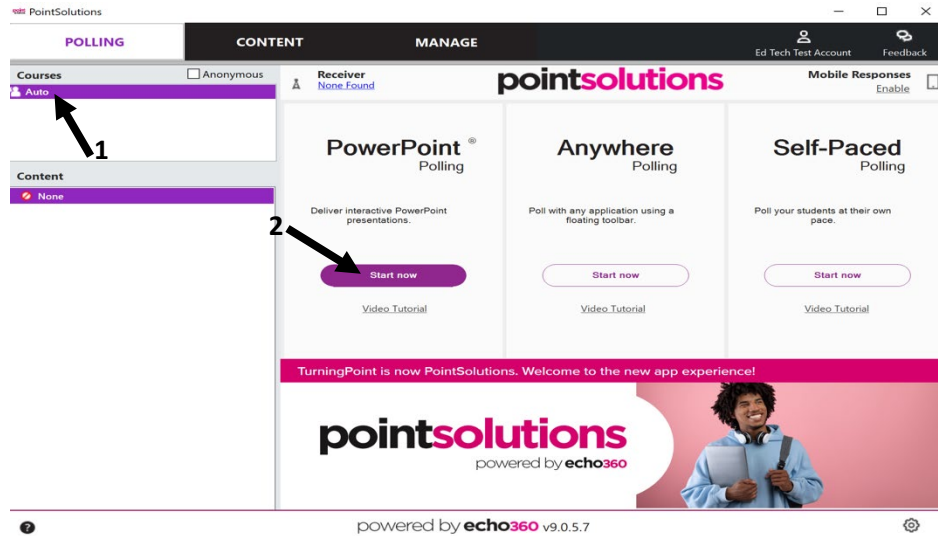


- 7.3. Communicate the Session ID to the audience.

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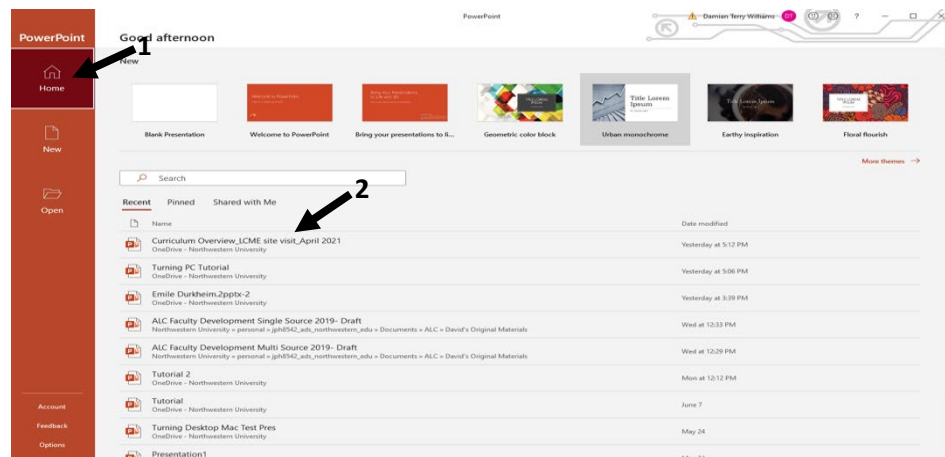
7.4. To track PowerPoint Polling results:

1. Select the respective course from the Courses window on the left-hand side of the Point Solutions Dashboard.
2. Click **Start now** in the PowerPoint Polling panel.



7.5. To select the relevant PowerPoint Polling presentation:

1. Click **Home** or **Open** in the PowerPoint toolbar.
2. Double-click on the relevant PowerPoint presentation file.



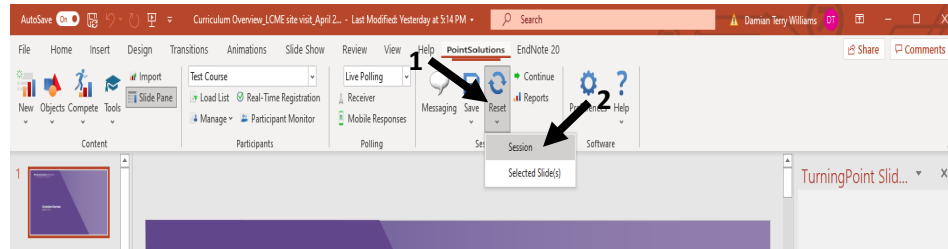
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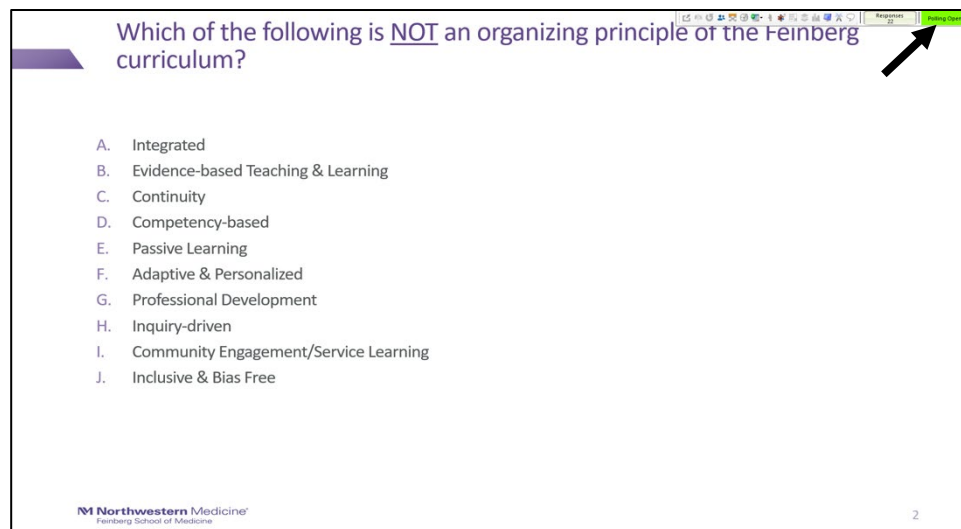
7.6. Reset the PowerPoint Polling session by:

1. Clicking on the **Reset** button in the Point Solutions toolbar.
2. Clicking on **Session** from the drop-down menu.

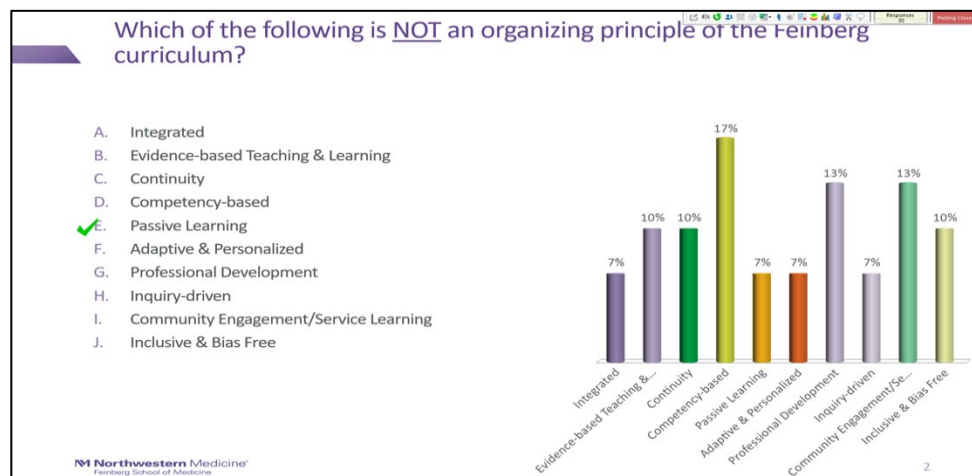
Note: The polling slides will not function properly if this step is skipped.



7.7. Enter full screen mode in PowerPoint and run the presentation as you would a regular PowerPoint presentation. When you reach a PowerPoint Polling slide, the polling toolbar will read “Polling Open.”



7.8. The response count will climb in the polling toolbar Responses box as the audience answers the question. When the audience has completed answering the question, the results will automatically populate on the polling screen.



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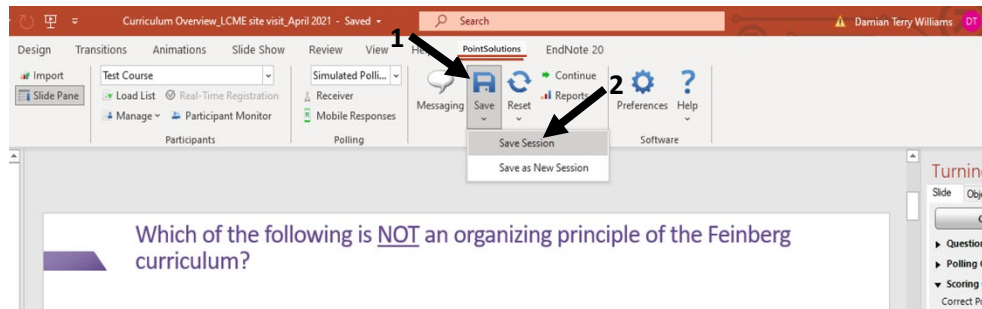
7.9. Repeat Steps 7.7 and 7.8 for each polling slide in the presentation.

8. SAVING A POWERPOINT POLLING SESSION & PRESENTATION

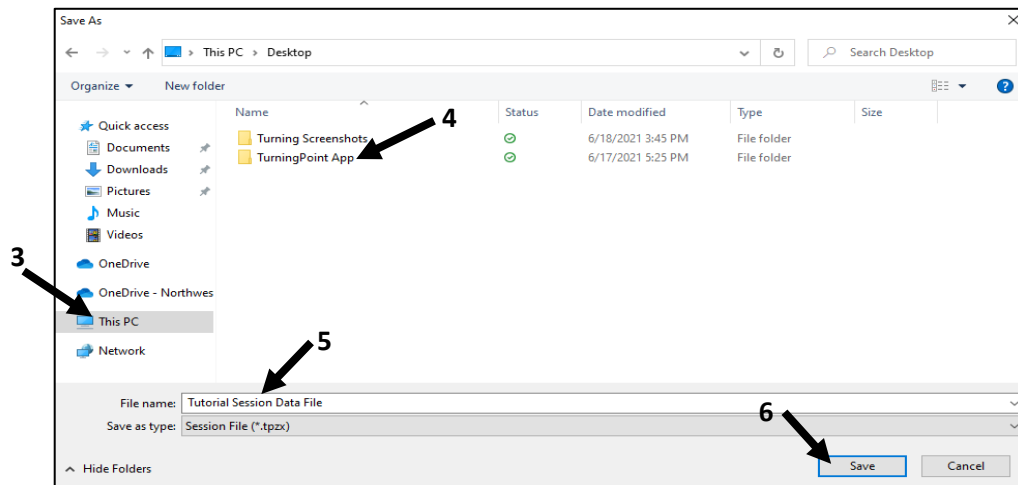
8.1. Saving a PowerPoint Polling Session

8.1.1. To save the PowerPoint Polling session data:

1. Click on the **Save** icon in the Point Solutions toolbar.
2. Click **Save Session** from the drop-down menu.



3. Select the **drive** on which the session data will be saved.
4. Select the **folder** to which the session data will be saved.
5. **Name** the session file.
6. Click **Save**. Your session data will now be available for analysis at a later point in time (See Section 9 on "Generating a Report on PowerPoint Polling Session Data.")



8.2. Saving a Presentation

8.2.1. Save the PowerPoint presentation as you would normally.

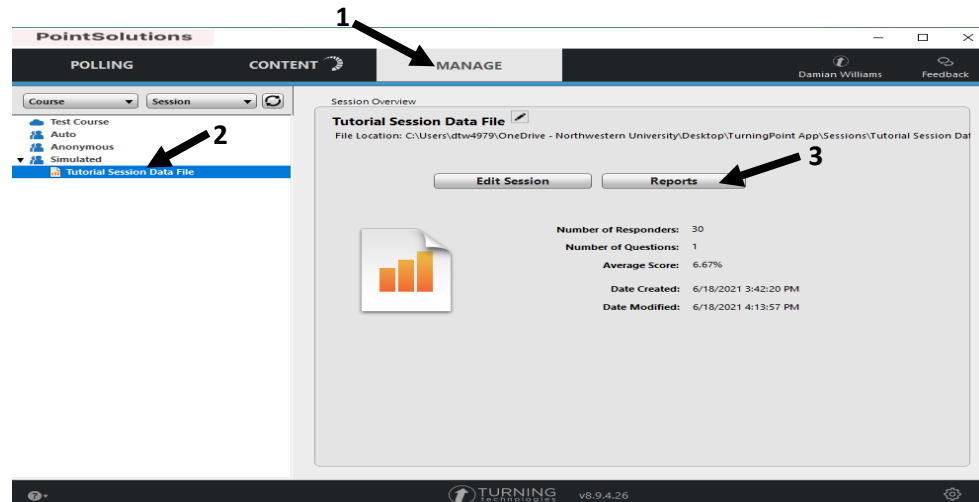
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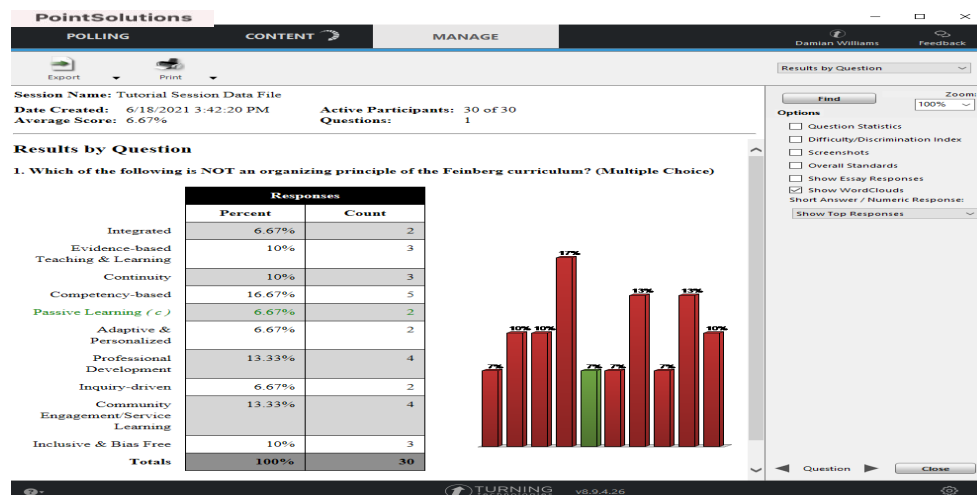
9. GENERATING A REPORT ON POWERPOINT POLLING SESSION DATA

9.1. To generate a report, load Turning Point and then:

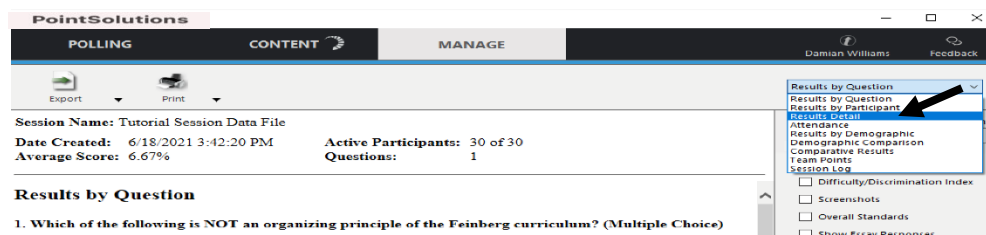
1. Click on **Manage** in the Point Solutions Dashboard to reveal session files in the left-hand window.
2. Select the relevant **session file**.
3. Click **Reports** in the main window.



4. A Results by Question report will load by default.



9.2. To create additional reports, click on the drop-down menu in the upper righthand corner of the report and select the desired report type.



10. TROUBLESHOOTING

10.1. PowerPoint Polling will not load.

10.1.1. Quit PowerPoint before restarting PowerPoint Polling.

10.2. PowerPoint Polling loads but is unresponsive.

10.2.1. Reset the session.

10.3. Other Common problems Here and Below

10.4. For additional troubleshooting help, contact Turning Technologies Technical Support at:

<https://help.turningtechnologies.com/WebPolling/Content/Resources/GlobalTopics/ContactUs.htm>