Taking Attendance in TurningPoint Cloud

Taking Attendance in TurningPoint Cloud features an attendance poll that allows instructors to quickly determine if participants are present or absent. The attendance poll can be accessed from either PowerPoint Polling or Anywhere Polling.

This document contains the following topics:

- Taking Attendance in PowerPoint Polling
- Taking Attendance in Anywhere Polling
- Generating an Attendance Report
- Setting Participation Points

Taking Attendance in PowerPoint Polling

1. From PowerPoint, begin your slideshow.
2. From a polling slide, click the Attendance icon on the showbar. The Attendance icon is available only when polling is closed.

   ![Attendance Icon](image)

   IMPORTANT
   It is not necessary for the presentation to contain TurningPoint polling slides, however the TurningPoint add-in must be open in PowerPoint to use the attendance poll.

   Alternatively, from a non-polling slide, press CTRL + 8 simultaneously on your keyboard to display the showbar and click the Attendance icon on the showbar.

   ![Attendance Poll Window](image)

   TIP
   Ctrl + 8 is the default shortcut to display or hide the showbar in a presentation. To change this shortcut key, open Preferences, then select Software from the left panel.

   The Attendance Poll window appears.
3. Instruct the students to press any number on their clicker or ResponseWare device.

   ![](image)

   NOTE
   Device IDs are displayed if not listed in the participant list or if a participant list is not loaded.
4 Click **Present** to display the names or Device IDs of participants in attendance. Alternatively, click **Absent** to display the names of participants who are not in attendance.

5 When you are finished taking attendance, click **Close Polling**.

**NOTE**
Attendance can be polled multiple times throughout the session.

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### Taking Attendance in Anywhere Polling

1 Open Anywhere Polling.

2 From the Anywhere Polling showbar, click the **Quick Poll Menu** and select **Attendance**.

**NOTE**
The Attendance feature is only available when polling is closed.

The **Attendance Poll** window appears.

3 Instruct the students to press any number on their clicker or ResponseWare device.

**NOTE**
Device IDs are displayed if not listed in the participant list or if a participant list is not loaded.

4 Click **Present** to display the names or Device IDs of participants in attendance. Alternatively, click **Absent** to display the names of participants who are not in attendance.

5 When you are finished taking attendance, click **Close Polling**.

**NOTE**
Attendance can be polled multiple times throughout the session.

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### Generating an Attendance Report

1 From the Manage tab, select a session from the left panel. The Session Overview screen is displayed.

2 Click **Reports** at the bottom of the Session Overview screen.

**TIP**
Double-clicking the session name also opens the Reports window.
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3 Select Attendance from the Report Type drop-down menu in the upper right corner.

NOTE
Points are not given for the Attendance Poll or in the Attendance report. Participation points can be assigned in Results Manager. For more information, see Setting Participation Points on page 3.

The default Attendance report displays the following elements:

- First Name
- Last Name
- Attendance status

Selecting the boxes in the right panel adjusts the details of the report.

- **Participant Information** - Select the type of participant information to be displayed.
- **Show Unassigned Devices** - Select this box to display the devices that answered the attendance poll, but were not included in the participant list.

You may also select options from the drop-down menus:

- **View by** - *All Participants* displays every participant in the participant list, *Present Only* displays only the participants that responded to the attendance poll and *Absent Only* displays only the participants that did not respond to the attendance poll.
- **Attendance Mode** - *Any Question Poll* marks a participant as present if their device responds to any question during the session. *Any Attendance Poll* marks a participant as present if their device responded to any of the attendance polls. If multiple attendance polls are polled during a session, there will also be an option to select each individual poll, displaying if the participants responded to the selected poll.
- **Attendance Display** - *Icons* displays green check marks and red X’s. *Numeric Value* displays a numeric value of 0 or 1 for absent or present for the session.

**Setting Participation Points**

Results Manager allows you to manually assign and edit participation points across multiple sessions. At least one polling question must be included in the session to assign participation points.

1. **Poll** and **save** a session.
2. From the **Manage** tab, select the **participant list** associated with the session and click **Results Manager**.
3. **Click**.
4. **Expand View Options**.
5. **Below Participation Points**, check the box labeled **Per Session**.
6. **Expand Participation**.
7. **Enter** the **participation point(s)** and **session threshold** for the session.

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The threshold is the percentage of questions that must be answered in order to receive participation points. By default, the session threshold is 50%. This value can be set between 0 and 100%. The values are automatically applied to the individual session.

8 Click on the Results Manager window to update the participation points.

9 Optionally, export participants, the session or the entire Results Manager Overview to a CSV.

10 Optionally, export the participation point column to an LMS integration.