

# Getting Started

## Download TurningPoint desktop

1. Go to <https://www.turningtechnologies.com/downloads/turningpoint-desktop/>.
2. Select to **Download** TurningPoint (Mac)
3. Fill out required fields on the *Software Downloads Registration*.
4. Select **Submit**.
5. Select **Download**.
6. **Save** the file to a specified location.

## Install TurningPoint desktop

1. Double-click the DMG file you downloaded.
2. Drag and drop the TurningPoint icon to the **Applications** folder.  
**Recommendation** Create an alias and add it to the Dock.
3. Double-click **TurningPoint** to open the application.

## Create a Turning Account

If you already set up a Turning account for ExamView v10 or higher, use the Turning account email and password to log into TurningPoint desktop. If you do not have a Turning account, you must set up a Turning account. You will use your Turning account email and password to log into TurningPoint desktop.

1. Go to <https://account.turningtechnologies.com/>.
2. Enter your **email address** and click **Create**.
3. Check your email and click the link to verify your account.  
**Note** If you did not receive the verification email, click the **Resend** button in Turning account.
4. Enter all **required fields** as noted by the asterisks.
5. Enter and confirm your **password** in the fields provided.  
**Note** Your password must be at least eight characters long and contain one lowercase letter, one uppercase letter and one number.
6. Select the box labeled *By checking this, you agree to comply with the End-User License Agreement and Terms of Use*.
7. Click **Finish**. The account Dashboard is displayed.
8. Close the browser and return to your desktop.
9. From your desktop, launch the TurningPoint App and enter your email and password.

# Convert an ExamView bank or test to a Question List

1. Open TurningPoint and sign in to your account.
2. Select the **Content** tab.
3. Click the **Content** drop-down menu and select **Convert ExamView/CPS File**.
4. Locate the ExamView bank (.bnk) or test (.tst) to be converted, select it and click **Open**. TurningPoint imports the file and places it under the *Content* tab.

**Tip:** By default, your ExamView content is stored in this path on your computer:

Applications | eInstruction | ExamView Pro | Banks

or

Applications | eInstruction | ExamView Pro | Tests

**Note:** ExamView banks and tests are called Question Lists in the TurningPoint App

## Print an ExamView Question List

1. Open TurningPoint and sign in to your account.
2. Select the **Content** tab.
3. Select a Question List.
4. Click **Edit Question List** to view the question list.
5. From the *Question List Editor* toolbar, click **Print**. The *Question List Print Options* window is displayed.

**Note:** If you have multiple test versions, select a **version** from the *Version* drop-down menu. You can print only a teacher copy of the master version.
6. Select **Student Copy, Teacher Copy** or **Answer Key**.
7. **Student Copy** – The student copy contains the question and answer choices.
8. **Teacher Copy** – The teacher copy contains all of the question and answer choices along with the correct answers and standards (if applicable).
9. **Answer Key** – The answer key contains the correct answers.
10. Click **Print** to connect to your printer and print the desired number of copies.

**Note:** Click **Preview** to view the file before printing or to save it as a PDF.
11. Close the *Question List Print Options* window.
12. Click **Save and Close** to return to the Question List Overview screen.

# Manage ExamView Question Lists


## Organize your ExamView Question Lists into Folders

1. Open TurningPoint and sign in to your account.
2. Select the **Content** tab.
3. Click the **Folder** drop-down menu and select **New**. The New Folder window opens.
4. Enter a **name** for the folder in the box provided and click **Save**. Folders are added to the top of the list in the left panel and sorted alphabetically.
  - Tips** Consider setting up folders similar to what you used with your ExamView content.  
By default, your TurningPoint content is stored in this path on your computer:  
**Mac HD: Documents | TurningPoint | Content**
5. Optionally, create a subfolder.
  - a. Select a **folder**.
  - b. Click the **Folder** drop-down menu and select **New**.
  - c. Enter a **name** for the subfolder in the box provided and click **Save**.
6. Repeat steps 3 - 5 to create additional folders or subfolders.
7. To remove a folder, select the **folder**, click the **Folder** drop-down menu and select **Delete**.
  - Warning** Deleting a folder will remove all files and subfolders, including those not displayed in TurningPoint. Click **Delete** to continue.
8. To move content into a folder, select the content and drag it to the desired folder.
9. To refresh a folder, select the **folder**, click the **Folder** drop-down menu and select **Refresh**. Content changes made in the folder structure outside of TurningPoint are displayed.

## Working with a Question List

1. Open TurningPoint and sign in to your account.
2. Select the **Content** tab.
3. Select the question list you want to edit.
  - Note** You may have to open a folder or subfolder where you stored the question list.
4. Click **Edit Question List** to view all the questions in the question list.

### *Edit Existing Questions and/or Answers*

1. Select a **question**.
2. Click  to the right of the question. The HTML Editor opens.
3. Select the **question** or **answer text** and enter the **new text**. Use the HTML Editor toolbar to enhance the question or answer text.
4. Click the **left** or **right** arrows at the bottom of the window to navigate to another question for editing.
5. Repeat steps 6 - 7 for the remaining questions you want to edit.
6. Click **Save** to save your edits.
7. Click **Close** to return to the question list.

### *Rearrange Questions*

1. To rearrange the order of the questions, click the **area to the left of the question number** and **drag** the question to the new location.


### *Add a Question*

1. Click the **question mark icon** on the *Question List Editor* toolbar.
2. Select **Add**.
3. Select the **question type** from the drop-down menu.
4. Double-click **Enter question text** to enter questions and answers. Use the HTML Editor toolbar to enhance the question or answer text.

### *Delete a Question*

1. Select the **question** you want to delete from the question list.
2. Click the **question mark icon** on the *Question List Editor* toolbar.
3. Select **Delete**. The question will be removed from your question list.

### *Duplicate a Question*

1. Select the **question** you want to duplicate in your question list.
2. Click the **question mark icon** on the *Question List Editor* toolbar.
3. Select **Duplicate**. The selected question will be added to your question list.
4. Click  to the right of the question to edit the question. The HTML Editor opens.
5. Select the **question** or **answer text** and enter the **new text**. Use the HTML Editor toolbar to enhance the question or answer text.

### *Delete a Question List*

1. Open TurningPoint and sign in to your account.
2. Select the **Content** tab.
3. Select a **content item**.
4. Click the *Content* drop-down menu and select **Delete**. A confirmation window is displayed.
5. Click **Delete**.

Alternatively, select a content item and press the **Delete** key on the keyboard or **right-click** to delete.

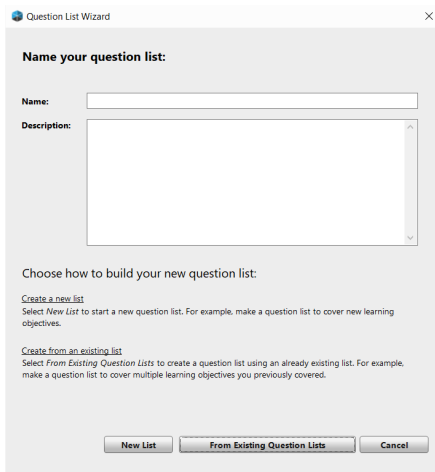
**Note** Deleting a question list from TurningPoint also deletes the list from its default location and moves it to the Recycle Bin.

### *Save and Close Your Question List*

1. On the *Question List Editor* toolbar, click the **Save** icon to save your work on your question list.
2. When you are finished working on your question list, click **Save and Close**.

## Create a Question List from Existing Content

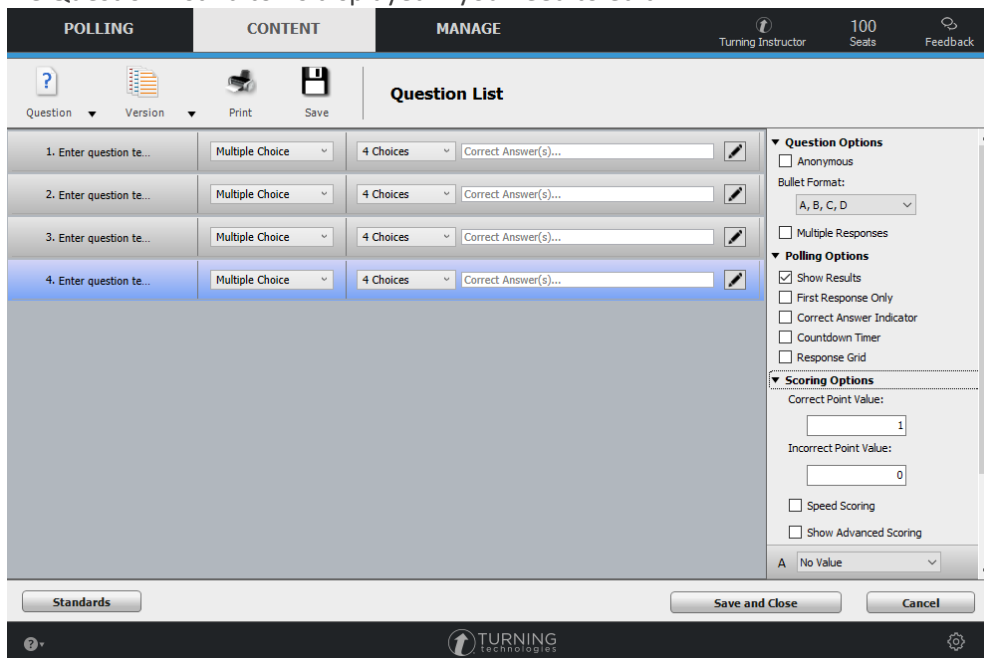
1. Open TurningPoint and sign in to your account.
2. Select the **Content** tab.
3. Select **Content**, mouse over **New** and Select **Question List**  
The *Question List Wizard* window opens.



The screenshot shows the 'Question List Wizard' dialog box. It has a title bar with a close button. The main area is titled 'Name your question list:'. Below this, there are two text input fields: 'Name:' and 'Description:'. The 'Description:' field is larger and has a scroll bar. Below the input fields, there is a section titled 'Choose how to build your new question list:'. Under this section, there are two options: 'Create a new list' and 'Create from an existing list'. Each option has a brief description. At the bottom of the dialog, there are three buttons: 'New List', 'From Existing Question Lists', and 'Cancel'.

4. Enter a **name** and a brief **description** for the question list. The description is optional.
5. Select **From Existing Question Lists** to create a question list using an existing test.
6. Select the **content** for the new question list.
  - o **Add Question Information** allows you to filter questions before adding them to your list.
  - o **Add While Viewing** allows you to select exactly which questions to add.
  - o **Add Randomly** allows you to randomize the questions added.
7. Click Save

The Question List Editor is displayed if you need to edit.



The screenshot shows the 'Question List Editor' interface. At the top, there are three tabs: 'POLLING', 'CONTENT', and 'MANAGE'. The 'CONTENT' tab is selected. Below the tabs, there is a header area with 'Question List' and some utility icons like 'Question', 'Version', 'Print', and 'Save'. The main area is a table with four rows, each representing a question. Each row has columns for 'Enter question te...', 'Multiple Choice' (a dropdown), '4 Choices' (a dropdown), and 'Correct Answer(s)...'. The fourth row is highlighted in blue. To the right of the table is a sidebar with various options: 'Question Options' (Anonymous, Bullet Format: A, B, C, D, Multiple Responses), 'Polling Options' (Show Results, First Response Only, Correct Answer Indicator, Countdown Timer, Response Grid), and 'Scoring Options' (Correct Point Value: 1, Incorrect Point Value: 0, Speed Scoring, Show Advanced Scoring). At the bottom of the editor, there are three buttons: 'Standards', 'Save and Close', and 'Cancel'.

8. Click **Save and Close** to save the Question List.

## Add Questions to an Existing Question List

1. Open TurningPoint and sign in to your account.
2. Select the **Content** tab.
3. Select **Content**, Open the existing Question List you wish to add to.
4. Select **Question/Question List Wizard** from the menu bar across the top of the screen The Question List Wizard window opens.
5. Check the box next to the list(s) you wish to choose questions from.
6. Once selected, choose how you wish to view the questions, **by Question Information, While Viewing, or Randomly.**
7. Check off the questions to add to the list and click "Save" to finalize.