TURNING ACCOUNT FOR PARTICIPANTS

The Turning Account website provides participants the ability to purchase a Turning Account license, register response devices, view license information and manage their Turning Account.

The following topics are covered:

> ***Creating a Turning Account***
> ***Purchasing or Redeeming a License***
> ***Adding a Device (ResponseCard)***
> ***Enrolling in a Course***
> ***Removing a Device***
> ***Managing Your Account***

Creating a Turning Account

A Turning Account is a unique identifier that is used to tie together all software accounts and response devices. A Turning Account is required for use with TurningPoint Cloud and ResponseWare.

> **WARNING**
> If your school uses a Learning Management System[1] (LMS, e.g., Blackboard, Moodle, Sakai) you MUST create your Turning Account and register your device(s) through the LMS. Log into your LMS and follow the Turning Account Registration link. For more information, visit http://www.turningtechnologies.com/technical-support/integration-solutions and select the appropriate guide that corresponds to your LMS.

1 Go to https://account.turningtechnologies.com/.

2 Click **Create Account**.
   The *Sign Up* page is displayed.

3 Enter your **email address** and click **Next**.

> **IMPORTANT**
> It is strongly recommended that you use your school email address.

   A verification email will be sent to the email address you provide.

4 Check your email and click the link to verify your Turning Account.

> **NOTE**
> If you did not receive the verification email, click the **Resend Verification** button in Turning Account.

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[1]Learning Management Systems, often called LMSs, are where institutions manage students, courses, grades and assignments. LMSs have various names you may know them as, such as Blackboard, Moodle, Sakai, Desire2Learn (D2L) and Canvas. Additionally, your institution may have given it another name you would recognize. If you are unsure if your institution requires this account linked to an LMS account, please consult your presenter.

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5   Enter all **required fields** as noted by the asterisks on the *Profile* page.

   a   If you are using a ResponseCard, enter the **Device ID** in the *Device (ResponseCard) ID* field.

> **NOTE**
> If you are using ResponseWare, your ResponseWare Device ID is automatically added to your Turning Account.

   b   Enter your Turning Account **license code** in the *License* field and click **Validate**.

> **NOTE**
> If you do not have your Device ID or license code, you can add them later. See ***Adding a Device (ResponseCard)*** *on page 3*.

   c   From the *Role* drop-down menu, select **Participant**.

6   Select the box labeled *I accept the Terms of Use* and click **Create account**.
   The Dashboard is displayed.

Purchasing or Redeeming a License

> **IMPORTANT**
> Participants must purchase a Turning Account license. This license is required for instructors to be able to view session information and participant scores.

Prerequisites

A Turning Account license is required for responses from response devices or ResponseWare to be tracked and used in TurningPoint Cloud and Learning Management Systems (LMS). The Turning Account license also includes a ResponseWare license.

1   Sign in to your Turning Account.

2   Select **Licenses** from the left menu.

3   Do one of the following:
   - If you have already purchased a license code from your bookstore, enter the code in the *License Code* field and click **Redeem**.
   - If you have not purchased a license code, click the **Visit Online Student Store** icon. Your browser will be directed to the Turning Technologies Student Store.
      a.   If your instructor provided you with a school code, enter the code in the *Enter School Code* field. If you do not have a school code, click the **Proceed to Store** icon.
      b.   Select a license.
      c.   Click **Add to Cart**.
      d.   Click **Review Selections**.
      e.   When you are ready to checkout, click **Checkout**.
      f.   Enter your billing information and click **Review Order**.
      g.   After reviewing your order, click **Complete Purchase**.
      h.   After the purchase is made, a confirmation screen is displayed.

        i. Click **Access TurningPoint Account** to be redirected to your Turning Account.

> **NOTE**
> The license is automatically applied to your account.

Adding a Device (ResponseCard)

If your instructor requires the use of a ResponseCard (clicker) in class, you must add the device to your Turning Account in order to receive credit in class. Up to five (5) devices may be added to your account.

> **NOTE**
> If you are using ResponseWare, your ResponseWare Device ID is automatically added to your Turning Account.

1 Sign in to your Turning Account.

2 Select **Devices** from the left menu.

3 Click **Add**.
The *Add Response Device* window opens.

4 Enter the **Device ID** and click **Save**. The Device ID is located on the back of the device below the barcode.

> **TIP**
> Letters A - F and numbers 0 - 9 are valid Device ID options.

Enrolling in a Course

> **IMPORTANT**
> Skip this task if your school uses a Learning Management System (LMS, e.g., Blackboard, Moodle, Sakai).

There are three scenarios for enrolling in a course.

A participant has created a Turning Account and receives an email invitation to join the course.

If a Turning Account has been created prior to the instructor sending out an invitation to join the course, you will automatically be enrolled in the course. Turning Technologies will send an email to notify you that you have been added to the course.

An instructor sends an email invitation to a participant who does not have a Turning Account.

If you do not have a Turning Account, you will receive an email from Turning Technologies inviting you to create an account. Once the account is created, you are automatically enrolled in the course.

An instructor has not enrolled a participant in the course.

If an instructor has not invited a participant to join the course, it is the participant's responsibility to manually join the course. Follow the steps below to enroll in the course.

1 Sign in to your Turning Account.

2 Select **Enroll** from the left menu.

3 In the *Search* 🔍 field, enter the **course name**, **course ID**, **instructor name** or **EXACT instructor email address**.

> **TIP**
> Searching by the exact instructor email address is the most accurate way to search for available courses.

4 Press **Enter**.

5 Use the **arrows** ` < ` ` > ` to navigate through pages.

6 When the course is located, select it and click **Enroll**.

Removing a Device

Response devices should only be removed from your Turning Account if you no longer have access to the device. If you remove a device, the device is no longer associated to you in any future sessions.

> **EXAMPLE**
> You may remove a device at the end of the semester because you sold it to the bookstore.

> **IMPORTANT**
> A ResponseWare ID cannot be removed from your Turning Account.

1 Sign in to your Turning Account.

2 Select **Devices** from the left menu.

3 Select a **Device ID** from the *Device (ResponseCard) ID* menu.

4 Click the **Remove** 🗑 icon.
The *Confirm Remove* window is displayed.

5 Click **Remove**.

Managing Your Account

You can make any necessary adjustments to your Turning Account information from the Profile tab.

Editing your user information...

1 Sign in to your Turning Account.

2 Select **Profile** from the left menu.

3 From the *User Information* section, you can edit your:
- First and last name
- Market
- Country
- User ID

4 Click **Save**.

Changing your password...

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1 In the *Password* section, enter a new password in the *Password* field.

2 Re-enter the password in the *Confirm Password* field.

3 Click **Save**.

Adding additional email addresses...

In the event that you used the incorrect email address, such as a personal email address, you can add a secondary email address and then set the secondary email address as your primary email address.

> **IMPORTANT**
> All communication is sent to the primary email address.

1 In the *Emails* section, click **Add**.
  The *Add Secondary Email* window opens.

2 Enter the email address and click **Save**.

> **NOTE**
> You can add up to five secondary email addresses.

3 Check your email and click the link to verify the secondary email address.

4 To set the secondary email address as the primary email address, select the secondary email address and click **Make primary**.

5 To remove an email address, select the **email address** and click **Remove**.

> **IMPORTANT**
> One email address must remain active at all times.

CONTACT US

For additional help, contact Turning Technologies Technical Support.

Technical Support is available from 7 a.m. - 9 p.m. EST.

From within the contiguous United States, you can reach Technical Support toll-free by calling 866.746.3015. If you are calling from outside of the United States, please call +1 330.746.3015.

Technical Support may also be reached via e-mail at support@turningtechnologies.com or support@einstruction.com, a brand of Turning Technologies.

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