

# Turning Point and ITV Use Procedure

**Related Policies**

Support for Professional Program

**Effective:** Fall 2009**Last Updated:** May 2009**Responsible University Officer:**

Senior Associate Dean for Professional Education

**Policy Owner:**

OPC – Office of Professional Curriculum

**Policy Contact:**

Director of Professional Curriculum

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## Procedure

**Instructions for Running Turning Point – Twin Cities**<https://moodle.umn.edu/mod/resource/view.php?id=212895>**Instructions for Hosting Turning Point (lecturer in your room)**

- Log into the computer using the 'copuser' account.
- Start Turning Point
  - Do not open PowerPoint first!
- Get the IP address from the computer
  - From the Start menu, choose 'Run...'
  - Type 'cmd'.
  - At the command prompt, type 'ipconfig'.
  - Read the IP Address from the line. It will be the set of four numbers.
- Verify that the remote location has your IP address. The phone number for the room can be found [here](#) on page 7.
- Open the PowerPoint presentation from the Turning Point window that has opened.

**Instructions for Receiving Turning Point (lecturer not in your room)**

- Open RemotePoll.
- Verify that the host IP Address (from the lecturer's computer) is correct.
- Press connect.
  - The lecturer must have already started Turning Point on their computer for the connection to work.
  - If the connection works, it will connect almost instantly. If it takes more than a couple of seconds, there is an issue connecting, usually with the IP address.

**ITV Presentation Suggestions**<https://moodle.umn.edu/mod/resource/view.php?id=228684>

## ITV Presentation Suggestions

### *ITV-Specific Suggestions*

1. Make sure both campuses have all handouts prior to class.
2. Make sure equipment is on and connected ten minutes prior to class.
3. Instructor needs to look at the camera often and make the remote site explicitly a part of the audience.
4. Make certain the remote site can hear the instructor, and see both instructor and presentation.
5. Regularly ask the remote site if they have any questions along with the local site.
6. Visit and present from the other campus a few times during the semester.

### *ITV and Local Delivery Suggestions*

1. Instructors need to repeat questions from students.
2. Students need to be proactive in asking questions and making comments.
3. Students should stand when asking questions.
4. Seek student input and advice. Evaluate how your presentations are being received one or two weeks into class.
5. Make sure your audio is being received on both campuses.
6. Instructors need to end their classes on time.
7. Cell phones must be completely turned off in the AHC Moos Tower rooms to avoid audio interference.

### *Presentation Suggestions*

1. Use larger fonts on PowerPoint presentations. A minimum of 24 pt. is recommended.
2. Write large enough on the document camera. Preferably use a Sharpie brand pen.
3. Use slide backgrounds and text font colors with a high degree of contrast.
4. Make spare use of text animations in PowerPoint slides.

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