

TAKING ATTENDANCE IN TURNINGPOINT 5

Did you know that there are two ways to take attendance in TurningPoint 5?

ASSIGNING ATTENDANCE POINTS IN RESULTS MANAGER

Results Manager allows you to manually assign and edit attendance points across multiple sessions.

- 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 the **Overview** icon.
- 4 Expand **View Options**.
- 5 Check the box next to **Per Session**.
- 6 Expand **Attendance**.
- 7 Enter the **attendance point(s)** and **session threshold** for the session.
- 8 Click on the Results Manager window to update the attendance points.
- 9 **Export** participants, a session or the entire Results Manager Overview to a CSV.

Name	ATT: New Sess...	Total Points	Percent
Firstplace, Indy	2	3	100.00%
Graf, Otto	0	0	0.00%
Kirn, Manny	0	0	0.00%
Lee, Brock	0	0	0.00%
Lott, Heath	0	0	0.00%
Mass, Chris	2	2	66.67%
Neh, Kay	0	0	0.00%
Poolo, Gene	0	0	0.00%
Rhodes, Dusty	2	3	100.00%
Talty, Fay	0	0	0.00%
Teaks, Ann	2	2	66.67%
Vader, Elb	2	3	100.00%
Voore, Herbe	0	0	0.00%
Walker, Jay	0	0	0.00%
Warm, Luke	0	0	0.00%

VIEWING ATTENDANCE IN THE RESULTS DETAIL REPORT

The quickest way to view attendance for a single session is to generate a Results Detail Report.

- 1 **Poll** and **save** a session.
- 2 From the **Manage** tab, select the **session** associated with the participant list and click **Reports**.
- 3 Select **Results Detail** from the Reports drop-down menu.
- 4 Uncheck the box labeled **Active Participants Only**.

By unchecking this box, individuals who did not respond to a question will appear at the end of the report.

NOTE: Participants who may have been present but only sent feedback or invalid responses will show as "active."

- 5 **Export** the report to CSV, Excel or HTML.
- 6 Click **Close**.

Device ID	Last Name	First Name	Q1	Total Points	Score
Answer Key			A	3	100.00%
327A12	Teaks	Ann	A	3	100.00%
79200	Mass	Chris	A	3	100.00%
1	Rhodes	Dusty	B	2	66.67%
FAB00	Vader	Elb	A	3	100.00%
SEC29	Firstplace	Indy	B	2	66.67%
	Lee	Brock	-	0	0.00%
	Talty	Fay	-	0	0.00%
	Poolo	Gene	-	0	0.00%
	Voore	Herbe	-	0	0.00%
	Walker	Jay	-	0	0.00%