AAN CLINICAL SKILLS EXAMINATION TRAINING PROGRAM MODERATOR TECHNICAL INSTRUCTIONS

The CSET program makes use of audience response systems. The AAN and its affiliates do not endorse a particular audience response system. To lead a CSET session, you will need to acquire an audience response device ("clickers"), they are generally easy to use, but you should experiment with everything before you give the talk.

As an option to you, Turning Technologies (*www.turningtechnologies.com*) has agreed to loan audience response systems.

1. Acquiring Turning Technologies clickers for your presentation. Email Jordan Ferns (Jordan Ferns (jferns@ turningtechnologies.com) at Turning Technologies at least a few weeks before your presentation. Tell him that you are planning to lead the Neurology Clinical Skills Examination Training Program, and that Zach London suggested that you contact him for information about how to acquire the clickers. He will either help you or direct you to another representative that handles your region.

   Let the representative know the number of clickers you would like, the dates you would like them, and your shipping address. Ask them to ship you the clickers at least 2-3 days in advance, so you have a chance to practice with them before your presentation.

   They will send you a package that includes the clickers and a USB receiver which you will plug into the computer from which you will be presenting.

2. Installing TurningPoint on your computer TurningPoint is a modified version of Microsoft® PowerPoint® that allows you to utilize the Turning Technologies audience response systems.

You can download the software for free at *http://www.turningtechnologies.com/audienceresponseproducts/ pollingsoftware/*

3. Loading the Clinical Skills Examination Training Program Open TurningPoint, and then load the CSET Powerpoint file. When you download the module from the CNPD program director toolbox on the AAN website, it is called "9358.pptx" We recommend changing the title to "Clinical Skills Examination Training Program v2.0"

   The CSET Program was created using Microsoft PowerPoint 2010. If you are using an older version of PowerPoint, and the formatting seems strange, you may have to make some manual changes to the slides to correct this. Otherwise, the only modification you will need to make is to put your name, institution and the date of your presentation on the title page.

4. Using TurningPoint There is a dropdown menu in the middle of the TurningPoint toolbar that lets you toggle between collecting data from Response Devices (i.e. actual clickers) and Simulated Data. if you don't have clickers yet, you can practice with the Simulated Data just to make sure everything is working and you understand the controls. During the presentation, a window will appear across the top of the slide that shows how many responses there are. I believe it defaults to 30 if you are using simulated data.

Once you acquire the clickers and plug in the USB receiver, toggle this menu back to "response devices" and try the clickers out. out, to make sure the connections are working normally. The Responses number listed in the upper window should correlate with the actual number of clickers on which a selection was made.

Every time you are done with a practice session, click "Reset -> Session" at the top of the toolbar. This will make all of the simulated graphs go away. Make sure you do this before beginning your actual session, or it will continue to show the simulated graphs from your most recent practice session. Warning: Do not reset the session after your actual presentation. Doing so will erase all of the data you collected.

5. Leading the session – voting slides

    a. Read each question aloud and encourage audience members to vote on their clickers by pushing the number corresponding to the answer. The number of voter responses will appear in the top right hand corner of the screen.

    b. When it seems that everyone has voted, advance, as if to the next slide (i.e. by touching the right arrow on the keyboard) and the voting results will appear. Note that there is often a 1-2 second delay after you advance before the results appear, so be patient.

6. Important: When your session is complete

    a. You need to save the file and save the session to keep all of the data.

    b. Click File -> save. This will save the file with the graphs, but it will not save the actual session data, such as how many people made each choice, and what their demographics were.

    c. Click "Save Session" on the Turningpoint toolbar. This is the icon that looks like a floppy disc. Include the name of your institution and the date in the file name. (For example, "CSET Session University of Michigan 9-21-11")

    d. Click Tools (which has picture of a hammer crossing a wrench) -> Reports. Select the session you just saved, and check off Results by Question Reports and Demographic Reports. Then click Generate Report. It will think for a few minutes, and then generate an Excel spreadsheet with all of your data. Save the report, also using the name of your institution and the date.

    e. Please email all three files to Zach London at zlondon@med.umich.edu

    i. The PowerPoint file ("Clinical Skills Examination Training Program v2.1")

    ii. The session file (i.e. "CSET Session University of Michigan 9-21-11")

    iii. The spreadsheet. (i.e. "CSET Report University of Michigan 9-21-11")

If you run into any other problems while playing around with this, please refer to the Turning Technologies website (*www.turningtechnologies.com*). You will find tutorials and information about how to contact to customer service. Please try everything out ahead of time, because you do not want to be calling them during your presentation.

The inclusion of Turning Technologies as an audience response system provider option does not imply endorsement of Turning Technologies' products or services by AAN and its affiliated organizations. Users agree that dealings with, or participation in promotions of, Turning Technologies (including, without limitation, payment, delivery of goods or services, warranties, representations, and any other terms or conditions associated with such dealings) are solely between users and Turning Technologies, and AAN and its affiliates shall have no responsibility or liability for any loss, damage, claim, or complaint of any sort or nature users incur as the result of or relating to any such dealings regardless of the presence of Turning Technologies on this document.