1. Contact the Resource Scheduler in CEL – CELResourceScheduler@urmc.rochester.edu - with the following information:
   a. Date of event
   b. Time/Duration of event
   c. Location of event
   d. Number of participants
   e. If you are not sure, ask if the computer in the room* has TurningPoint 5 installed.

   For example:

   I would like to schedule a TurningPoint session using ResponseWare on September 16, 2013 from 1pm until 2pm for 105 participants in the Case Method Room. I am using TurningPoint 5, does CMR have this installed on the computer?

2. If it is your first time scheduling a session, the Resource Scheduler in CEL will need to create a ResponseWare Presenter account for you. Request an account from them at CELResourceScheduler@urmc.rochester.edu. When this is done, you will receive an e-mail with your username and password. The e-mail will instruct you to log into ResponseWare and change your password.

3. Keep your username and password handy. You will need this to get the session ID at the start of your lecture. The session ID is what the students enter in their ResponseWare app in order to view and respond to your polling questions.

*If your lecture is in a room that CEL does not oversee, you will need to find out which computing department manages the computer in that room and contact them. A good place to start is with ISD (585-275-3200 or Helpdesk_ISD@URMC.Rochester.edu)