TURNINGPOINT 5: STEPS TO SUCCESSFULLY RUN POWERPOINT POLLING FOR PC

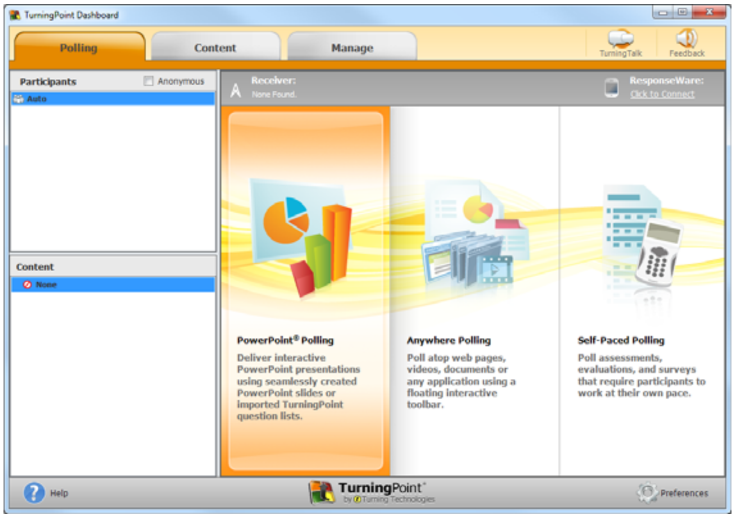
1. Plug in Receiver. 

2. Open TurningPoint. 

3. Verify Connection (Receiver and/or ResponseWare).

4. Select Participant List (optional).

5. Click PowerPoint Polling.



6. Open Presentation.

7. Reset Session.

8. Run Presentation.

9. Save Session.

10. Generate Reports (optional).

POWERPOINT POLLING

Before Class

DOWNLOADING THE SOFTWARE

1 Visit **www.turningtechnologies.com/downloads** to download TurningPoint.

Choose the install version or the no install version of the software.

2 Opening the no install version of the software:

a Double-click the downloaded zip file.

b Select the desired folder location and click **Unzip**.

c Open the unzipped folder and double-click **TurningPoint.exe**.

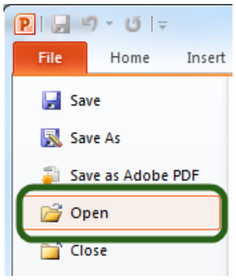
CREATING THE PRESENTATION

1 Open **TurningPoint**.

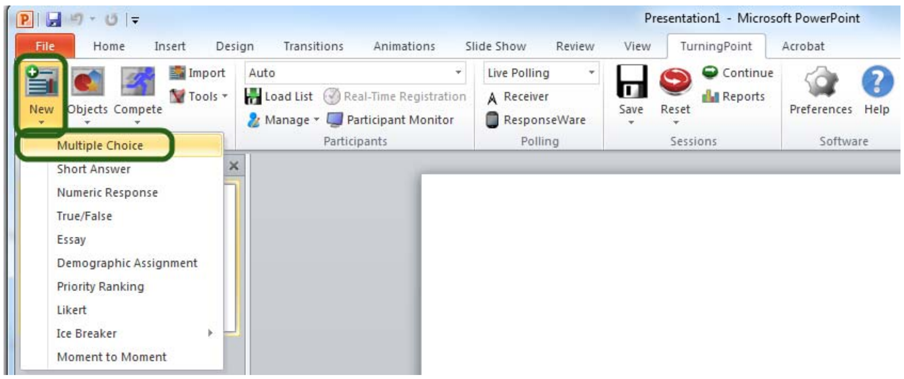
2 Select **PowerPoint Polling**.

PowerPoint opens with the TurningPoint toolbar.

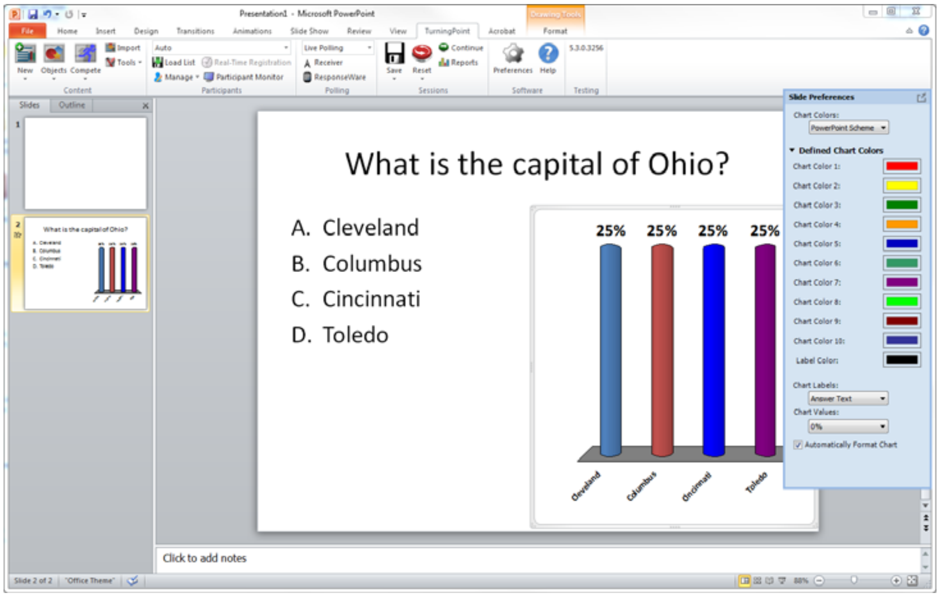
3 Open an existing **PowerPoint presentation** (if applicable).



4 Click New from the TurningPoint toolbar and select **Multiple Choice**.



5 Type the **question** and up to **10 possible answer choices** for multiple choice questions.

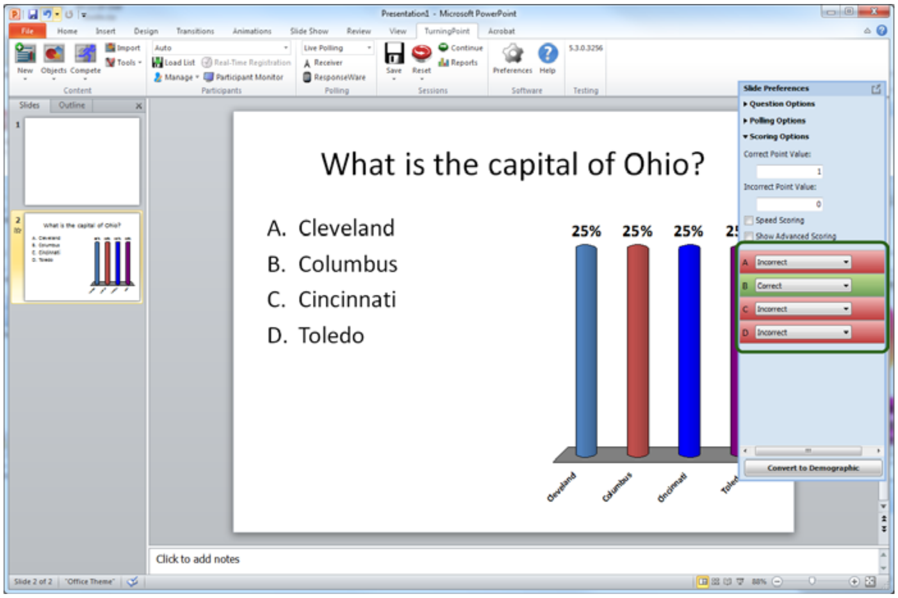


6 Click outside of the answer box.

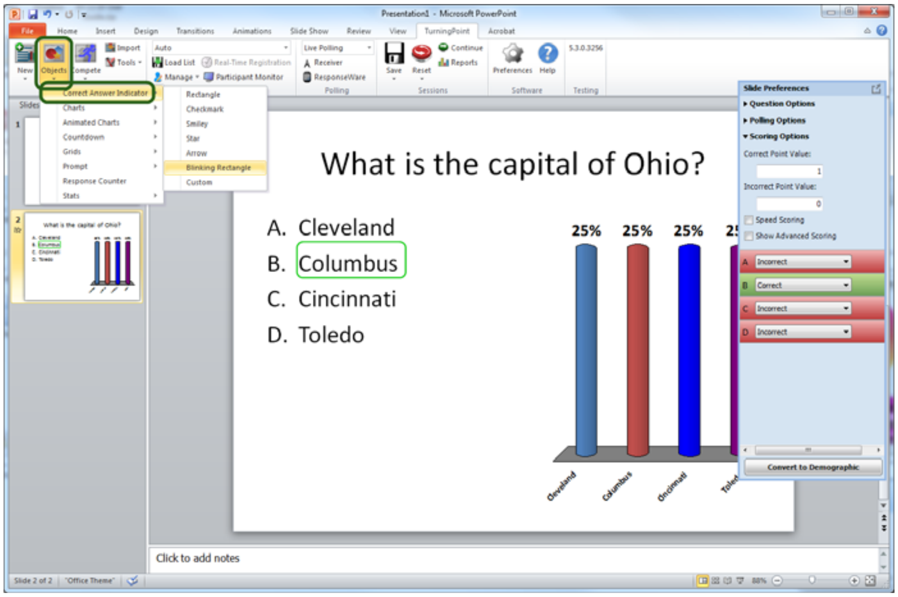
> ***NOTE***
> These are the required steps to build a basic slide. Setting correct answers and adding objects to the slides are optional.

SETTING CORRECT ANSWERS AND ADDING OBJECTS (OPTIONAL)

1 Click to expand Scoring Option and select **Correct** from the drop-down menu of the correct answer choice in the Slide Preferences.



2 Add a Correct Answer Indicator and Countdown Timer from the **Objects** button on the TurningPoint toolbar.



- The Correct Answer Indicator will give participants a visual confirmation of the correct answer once polling closes.
- The Countdown Timer will give a visual indicator of how long participants have to answer the question before polling closes.

SAVING THE PRESENTATION

1 Once you are done building the entire presentation, save the presentation by clicking the Office button in the top left-hand corner, mouse over **Save As** and select **PowerPoint Presentation**.

During Class

1 Plug in the receiver. 

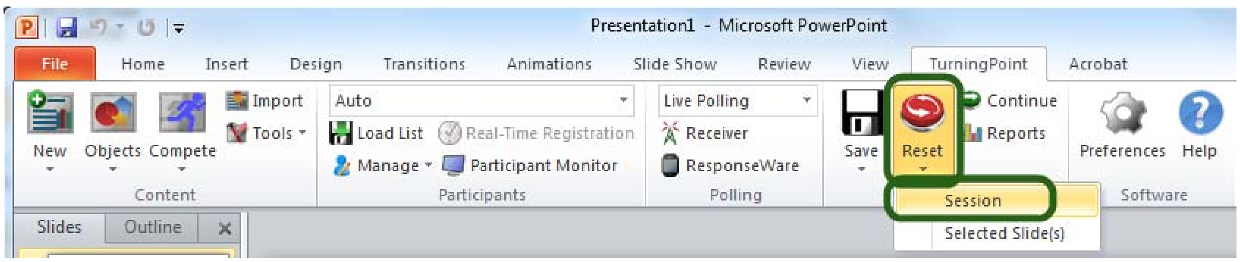
2 Open **TurningPoint**.

3 Verify Connection (receiver and/or ResponseWare).

4 Click **PowerPoint Polling**.

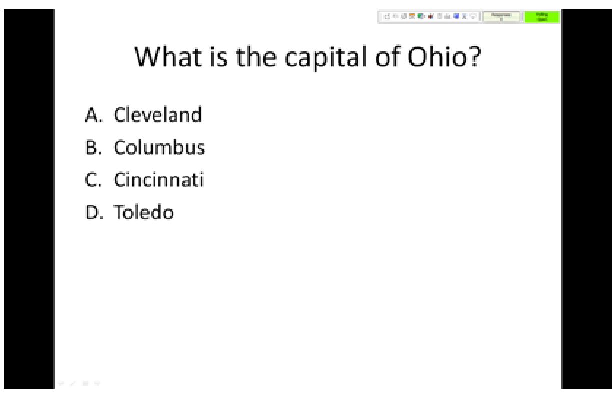
5 Open the **presentation**.

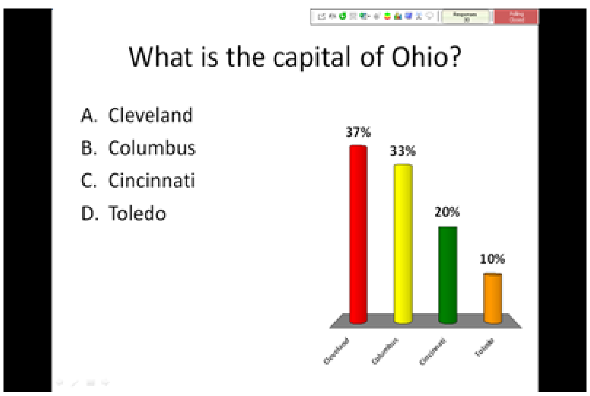
6 Click **Reset** and select **Session**.



7 Start the Slide Show.

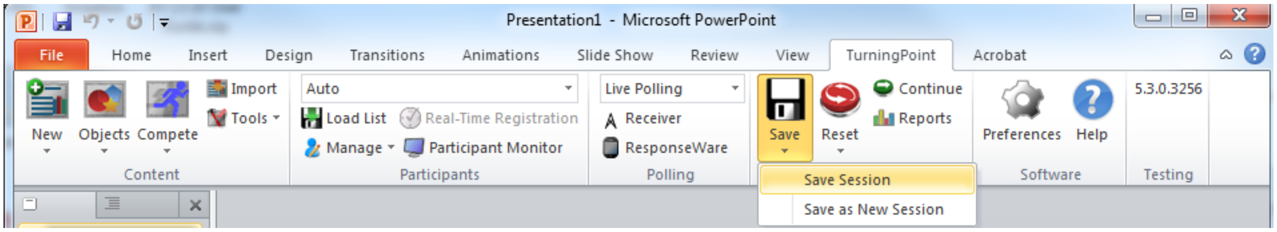
8 Polling will open automatically on a question slide, if using a countdown timer your first advance will start the timer. Click to close the polling and display the results.





Continue advancing through the presentation.

9 When finished running the presentation, click **Save** and select **Save Session** after collecting data if desired.



After Class

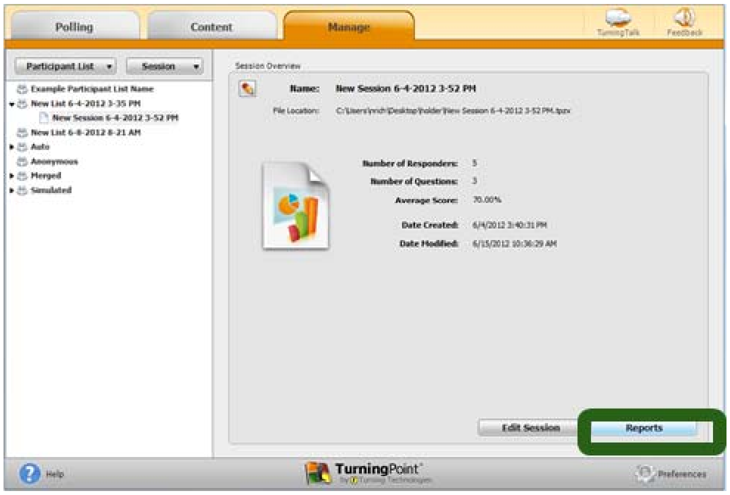
GENERATING REPORTS

1 Open **TurningPoint** and select the **Manage** tab.

2 Select the **saved session** from the left panel.

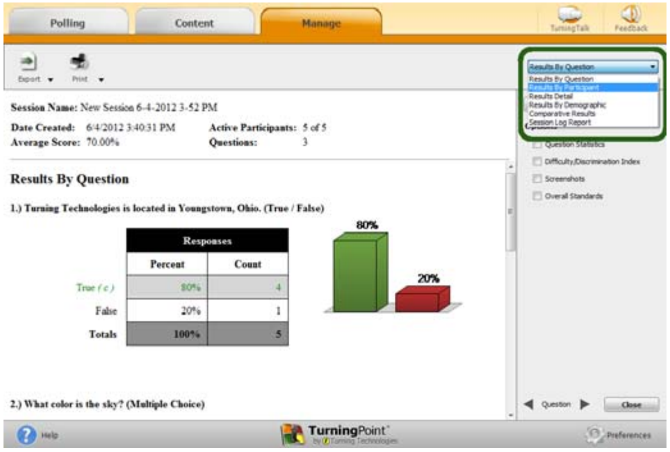
> ***NOTE***
> Expand the associated participant list to view the session, or if a participant list was not used, locate the session under Auto.

3 Click **Reports** in the bottom right corner.



> ***TIP***
> Double-clicking the session name will also open the reports window.

4 Select the **report type** from the drop-down menu.



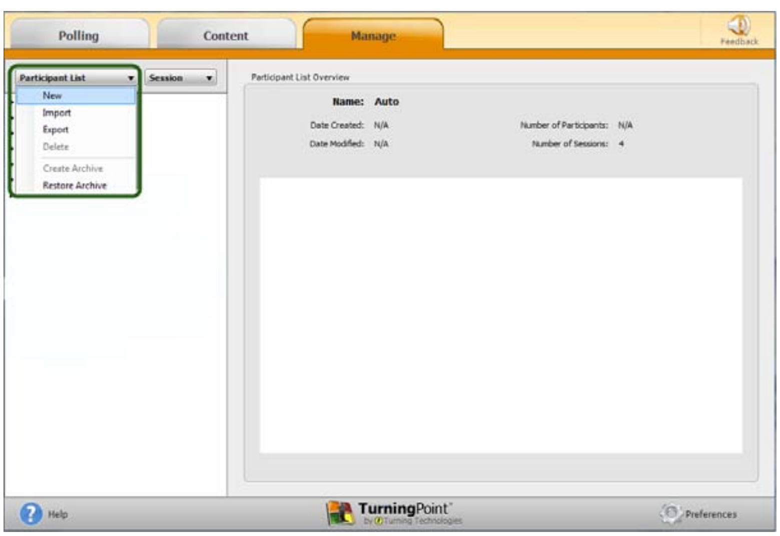
5 Click **Close** when finished.

Miscellaneous

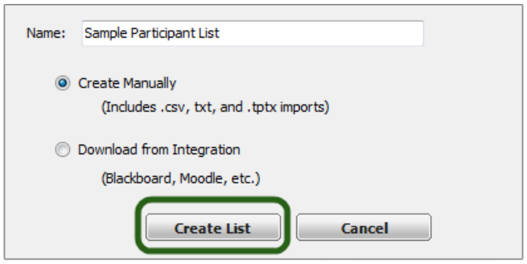
CREATING A PARTICIPANT LIST

1 Open **TurningPoint** and select the **Manage** tab.

2 Click the *Participant List* drop-down menu and select **New**.



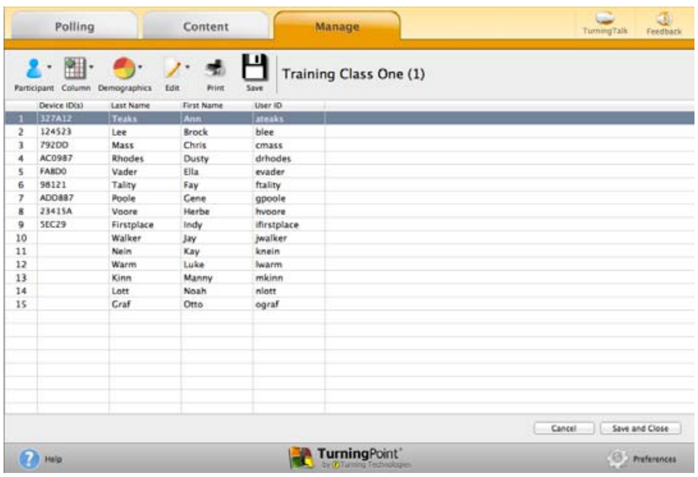
3 Name the participant list and click **Create List**.



4 Enter the **Device IDs** found on the back of the ResponseCards or the ResponseWare IDs. Also, enter **first and last names** and any other relevant information in the appropriate cells.

Press **Enter** for additional rows, or **Tab** to move between fields.

To delete a row, select the row, click **Participant** and select **Remove**.



5 Click **Save and Close** after you have entered the participant information.

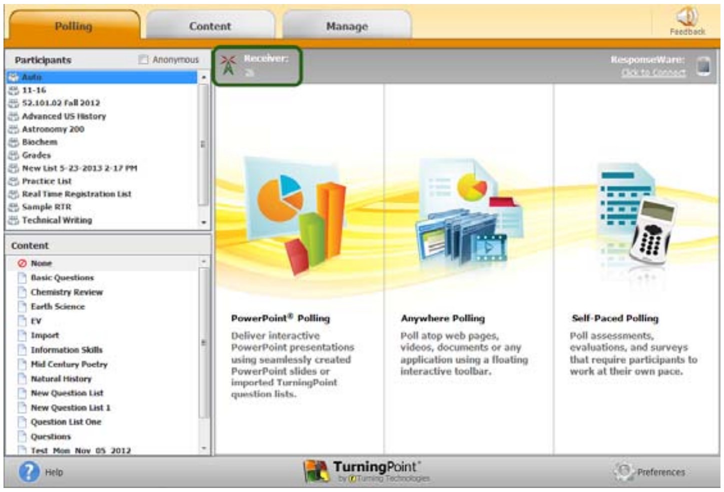
Response Connections

VERIFYING THE RECEIVER CHANNEL

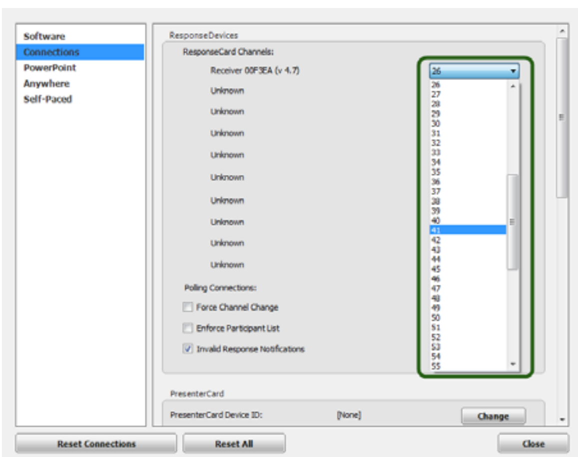
1 Plug in the **receiver**. 

2 Open **TurningPoint**. 

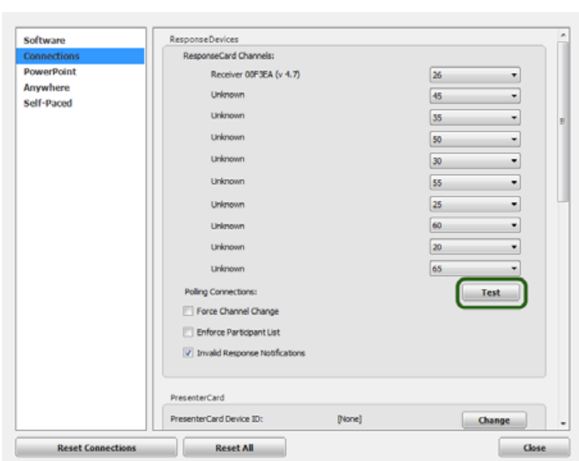
3 Click the **receiver channel**.



4 If the receiver channel does not match the channel number on the ResponseCards, click the channel number (described in Step 3). Select the **correct channel** from the drop-down menu.



5 Click **Test**.



6 Press 1/A on the **ResponseCard**. A response indicates that the receiver and ResponseCards are communicating properly.

> ***NOTE***
> When a receiver is in use within 200 feet of another user, each receiver must be set to its own channel.

CHANGING THE CHANNEL ON RESPONSECARD RF AND RF LCD

1. Press the **CH** or **Channel** button (older ResponseCards have a **GO** button).
2. Enter the **two-digit** channel number.
3. Press **CH**, **Channel** or **GO** again.
4. When the ResponseCard receives the new channel, the light will turn **green**.

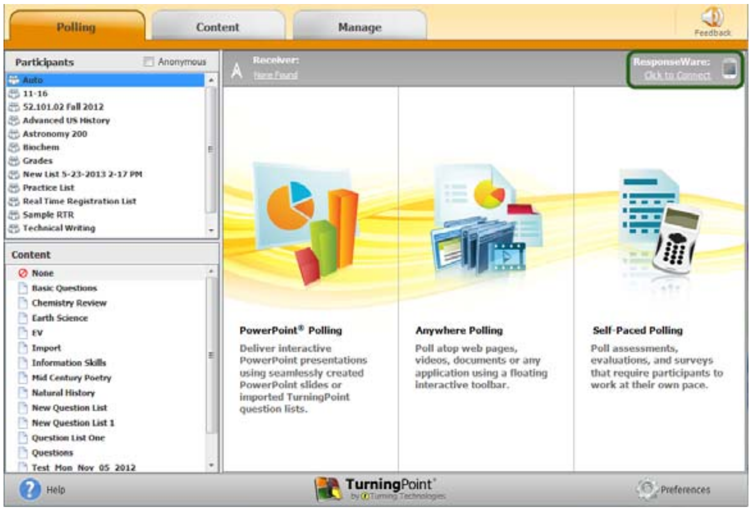
CHANGING THE CHANNEL ON RESPONSECARD NXT

1. Press the **Channel** button.
2. Enter the **two-digit** channel number.
3. Press **Enter** (the center button).
4. When the ResponseCard receives the new channel, the **screen** will display the new channel.

CONNECTING TO RESPONSEWARE (IF APPLICABLE)

1 Open **TurningPoint**.

2 Click the **Click to Connect** option under ResponseWare.



3 Enter your **Username** and **Password**.

4 Choose to **Allow Guests** or **Require Login**.

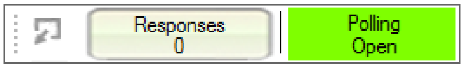
5 Click **Login**.

6 Participants enter the **Session ID** number to login.

The PowerPoint Polling Showbar

The showbar appears when a polling slide is displayed during the Slide Show. The showbar is a toolbar that provides buttons for polling, monitoring, viewing responses and other polling tools during the slide show. The showbar can be moved if a different screen position is preferred.

The following table provides a description for each button on the showbar:

Minimize Showbar 	When the showbar is minimized, the responses, polling status and maximize showbar button is displayed. 
Toggle Response Count 	Toggle Response Count changes the values displayed on each chart. The values can be represented as response counts or percentage of votes.
Repoll Question 	Repoll Question clears the responses and accepts new responses from the participants for the currently displayed question. Both the original responses and the new responses are stored in the session file.
Show/Hide Response Grid 	The Show/Hide Response Grid toggles the display of a response grid on the screen to indicate which participants have responded. The visual display and contents of the response grid are controlled in the PowerPoint preferences.

Insert New Question

Select a slide type from the drop-down menu to be inserted into the presentation.

Set Anonymous

Makes the current slide anonymous. Participant information will not be associated with the results.

Data Slice

Data Slice allows the chart to display only the section of responses that correlate to chosen responses from previous slides.

View Original Chart

Use this command after using the Toggle Response Count or Data Slice commands to return the chart to its original appearance.

Display Participant Monitor

Display Participant Monitor opens the participant monitor.

Show/Hide Connection Info

Show/Hide Connection Info displays the ResponseCard channel number. The ResponseWare logon information is also displayed if applicable.

Display Messaging Window

Display Messaging Window opens the feedback monitor.

Responses

Responses displays the number of participants that have responded to the current question.

Polling Status

Polling Status displays the current polling status.