TurningPoint 5: PowerPoint Polling PC

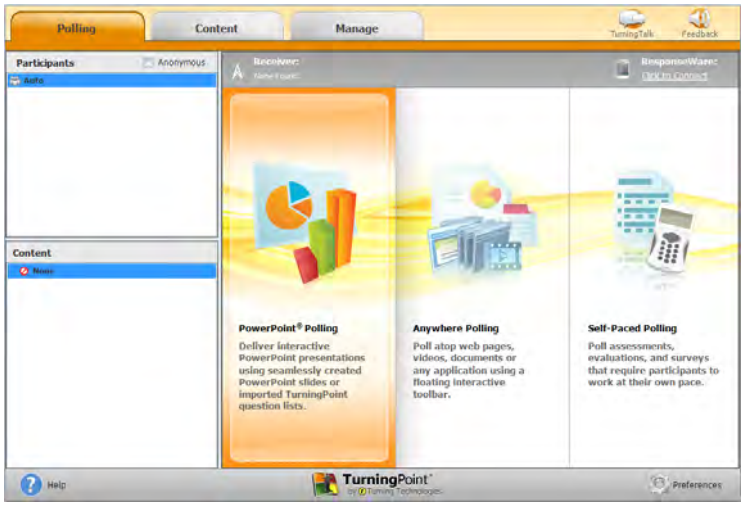
Before the Presentation

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**.

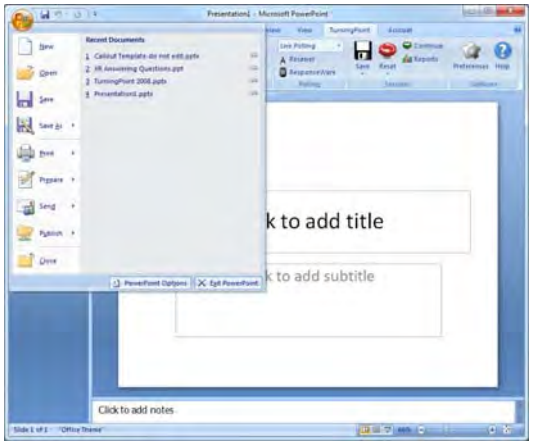
Creating the Presentation

1. Open **TurningPoint**.
2. Select **PowerPoint Polling**.

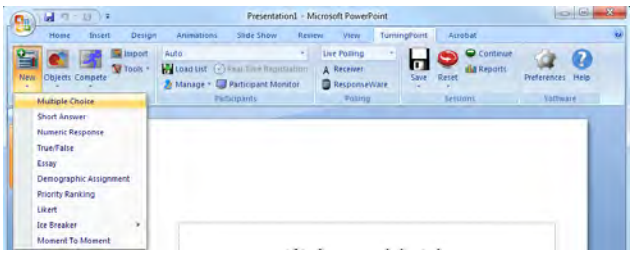


PowerPoint opens with the TurningPoint toolbar.

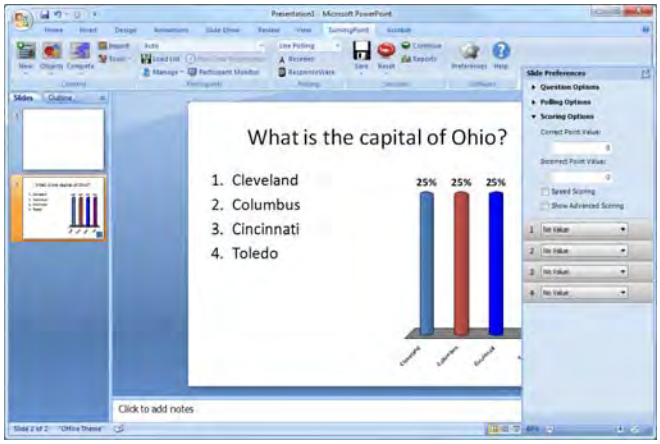
3 Open an existing **PowerPoint presentation** (if applicable).



4 Click New from the TurningPoint toolbar and select a **question type**.



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

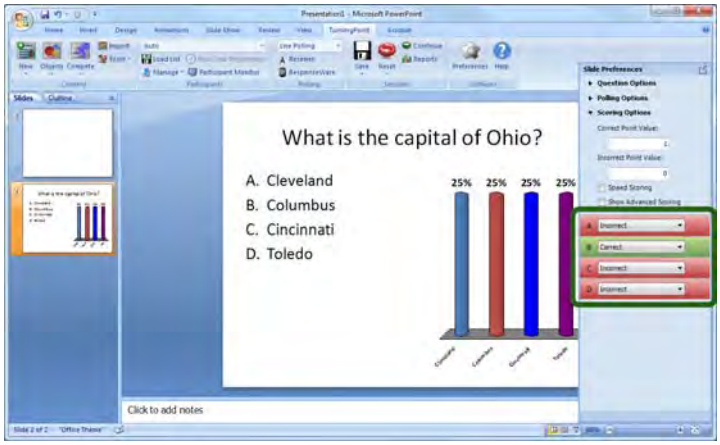


6 Click outside of the answer box.

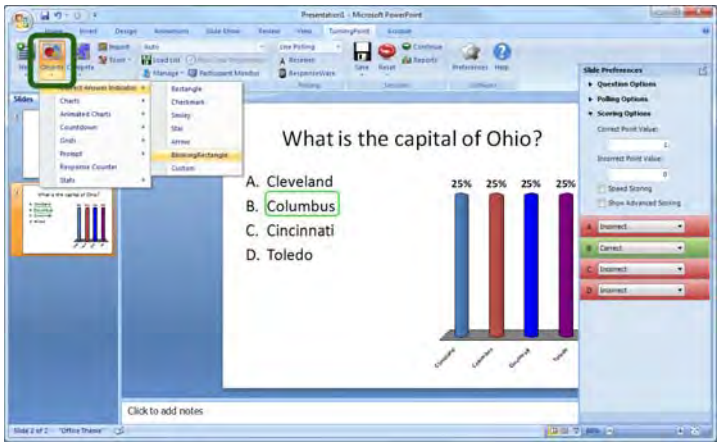
> ***Note***
>
> These are the required steps to build a basic slide. Setting correct answers and adding objects to the slides are optional.

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.

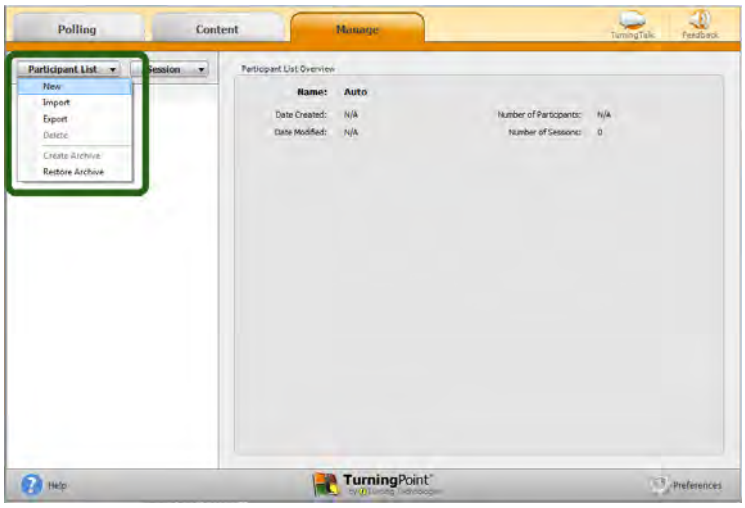
Saving the Presentation

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**.

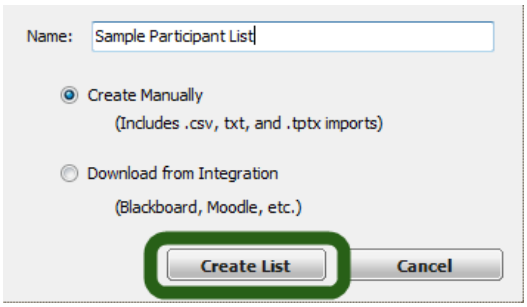
Creating a Participant List (Optional)

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

2 Click **Participant List** and select **New**.



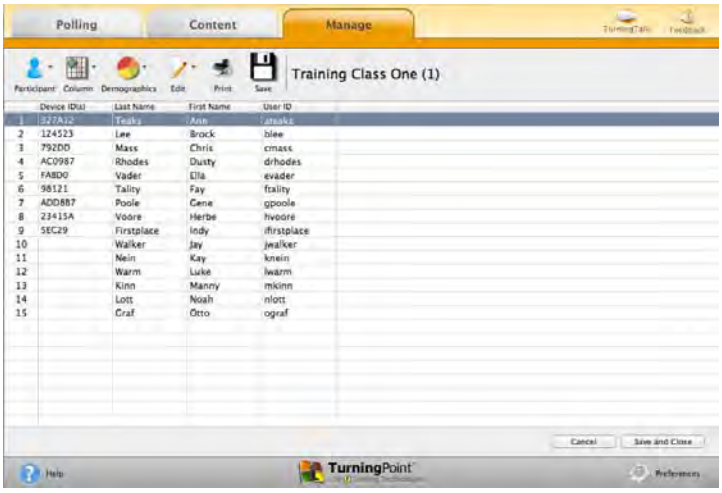
3 Name the participant list and click **Create List**.



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 Connection

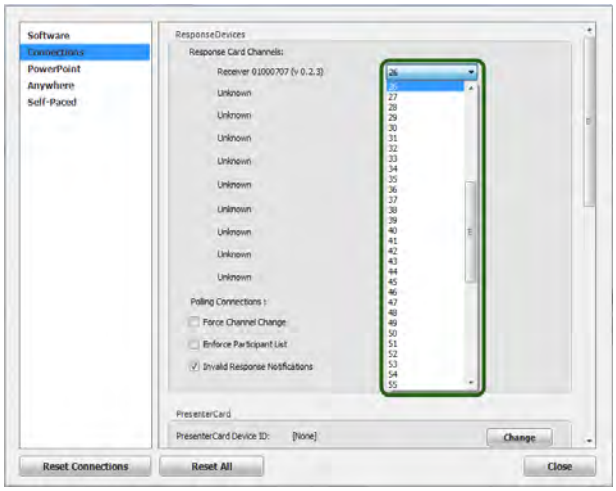
Verifying the Receiver Channel

1 Plug in the **receiver**.

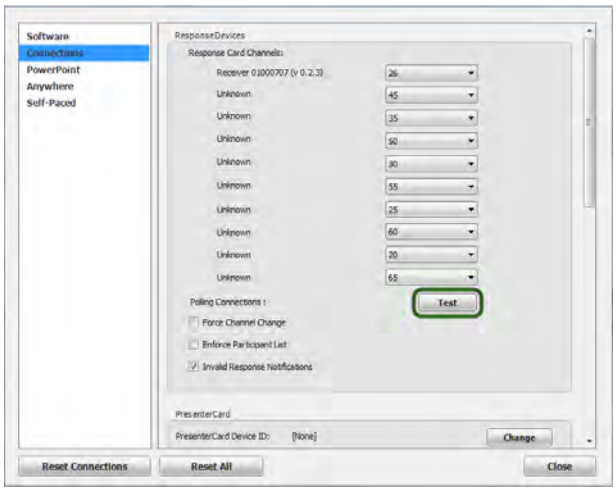
2 Open **TurningPoint**.

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 NXT

1 Press the **Channel** button.

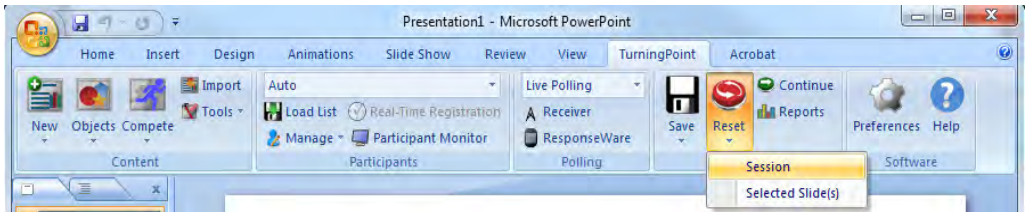
2 Enter the **two-digit** channel number.

3 Press **Enter** (the center button).

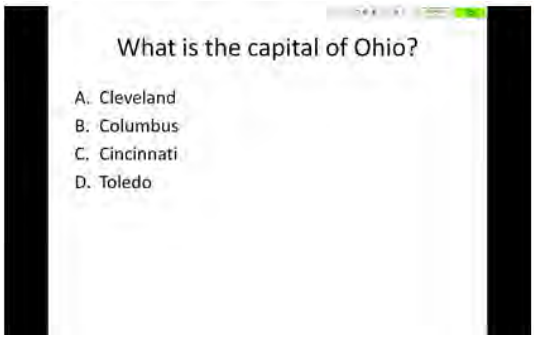
4 When the ResponseCard receives the new channel, the **screen** will display the new channel.

During the Presentation

1. Plug in the **receiver**.
2. Open **TurningPoint**.
3. Verify Connection (receiver and/or ResponseWare).
4. Select a **participant list** (optional).
5. Click **PowerPoint Polling**.
6. Open the **presentation**.
7. Click **Reset** and select **Session**.



8. Start the Slide Show.
9. 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.

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

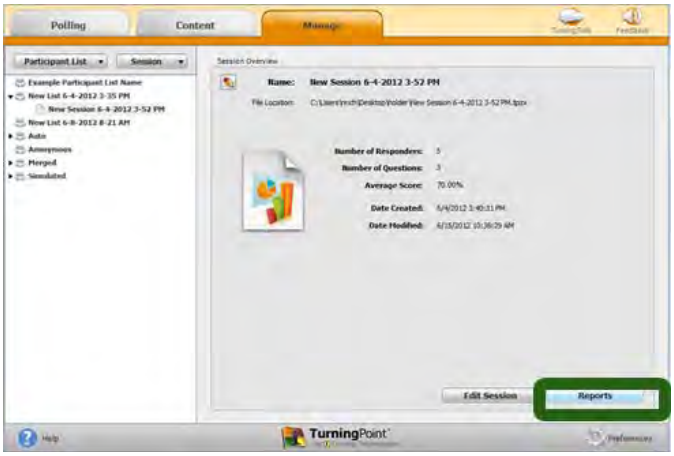
After the Presentation

Generating Reports (Optional)

1. Open **TurningPoint** and select the **Manage** tab.
2. Select the **saved session** from the left panel.

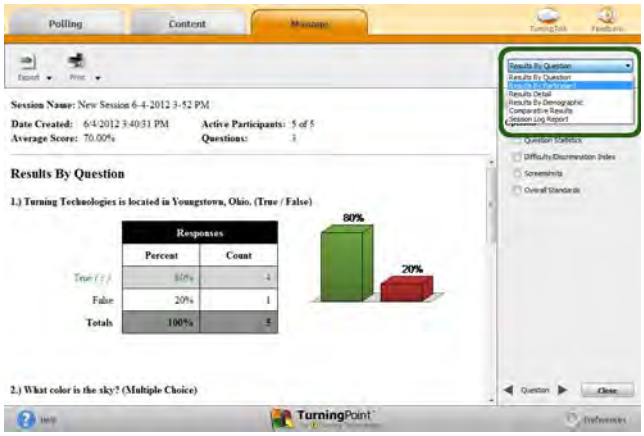
> ***Note***
>
> Expand the associated participant list to view the session, or if a participant list was not used, locate the session under Auto.

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.