TurningPoint 5:
PowerPoint *Polling Mac*

Before the Presentation

Downloading the Software

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

Choose the "no install" version of the software.

2   Opening the no install version of the software:

    a   Drag and drop the file into the Applications folder.

    b   Create a shortcut by dragging the icon from the Applications folder to the Dock.
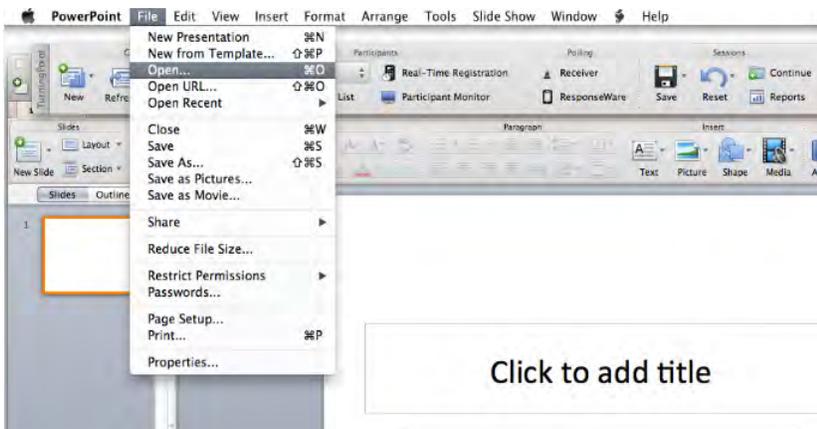
    c   Click the TurningPoint icon.

Creating the Presentation

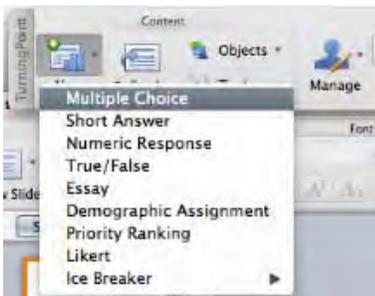1   Open **TurningPoint**.

2   Select **PowerPoint Polling**.

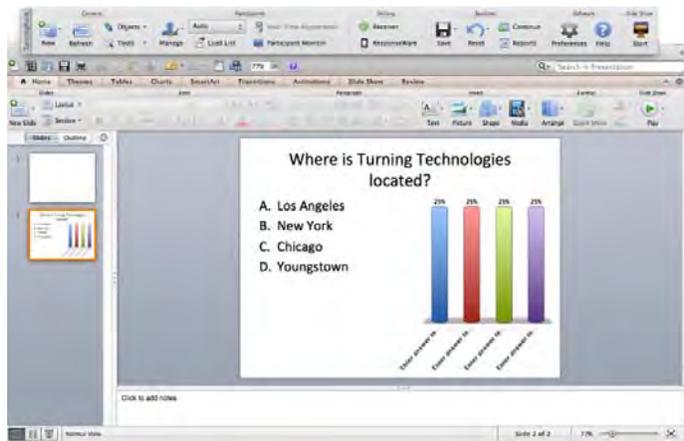PowerPoint opens with the TurningPoint toolbar.

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 and click the **Refresh** button. *The Refresh button must be clicked anytime an edit is made to a slide.*

> *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 Options and select **Correct** from the drop-down menu of the correct answer choice in the Slide Preferences.
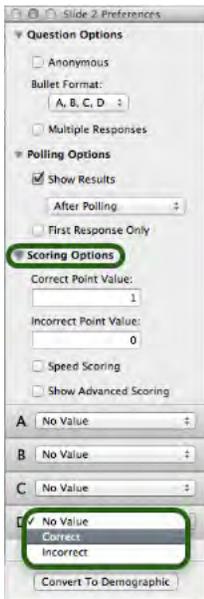

Note
When editing a slide, or a slide's preferences, verify that the **Slide Preferences pane** reflects the appropriate slide number. If it does not, verify that the appropriate slide is selected and click once on the Slide Preferences pane.

2   Add a Correct Answer Indicator and Countdown Timer from the **Objects** button on the TurningPoint toolbar.
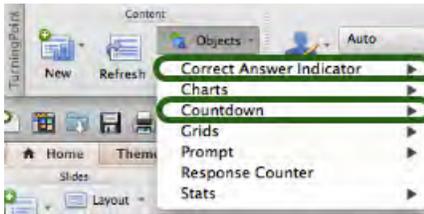
- The Correct Answer Indicator will give participants a visual confirmation of the correct answer once polling closes.

- The Countdown Timer will give a visual indicator of how long participants have to answer the question before polling closes.
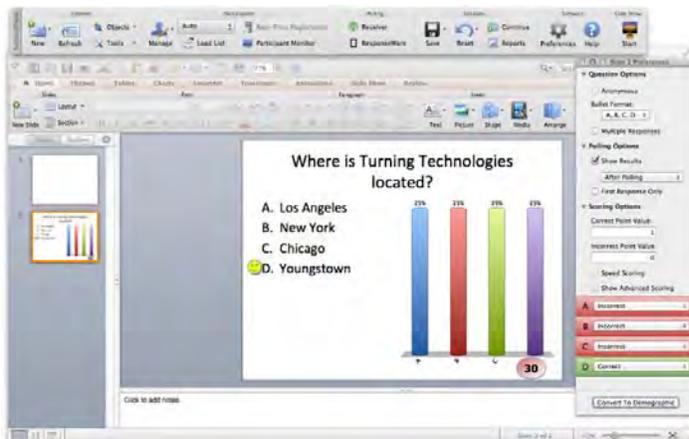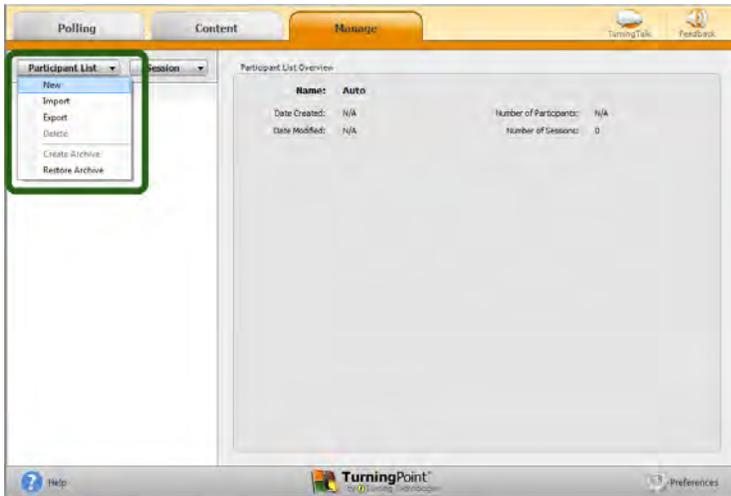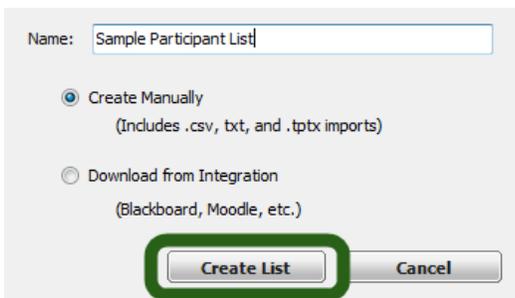
Saving the Presentation

1 To save the presentation, click **File**, mouse over **Save As** and select **PowerPoint Presentation** (.pptx) as the file format.

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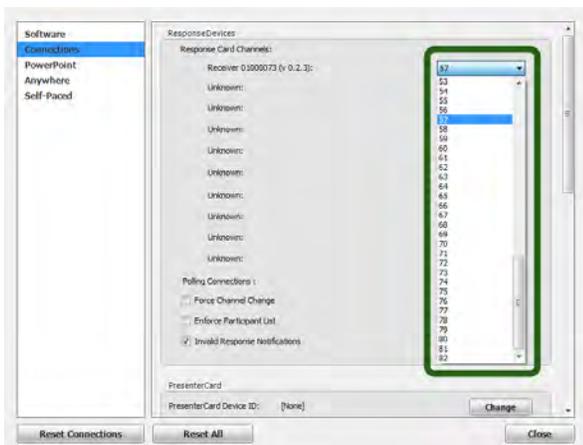
5 Click **Test**.
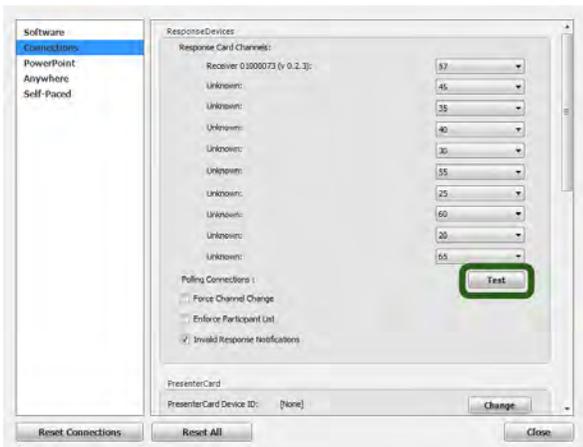
6 Press 1/A on the **ResponseCard**. A response indicates that the receiver and ResponseCards are communicating properly.

> ### 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 from the TurningPoint toolbar.

9 Click **Start** to open polling.

10 Click **Stop** to close polling.

   a Press the spacebar, enter/return key or down arrow to advance the slide. If using a mouse, a mouse click also advances the slide. Alternatively, a PresenterCard may be used to advance slides and control polling.

11 Continue until the Slide Show is finished.

After the Presentation

Generating Reports (Optional)

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

2   Select a **session** by expanding the associated participant list. If a participant list was not used, locate the session under Auto.

3   Click **Reports** in the bottom right corner. Double-clicking the session name will also open the reports window.
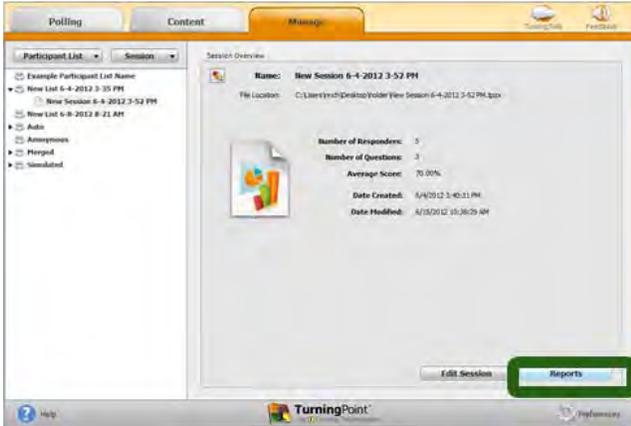
4   Select the **report type** from the drop-down menu.

5   Click **Close** when finished.