PowerPoint Polling

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.

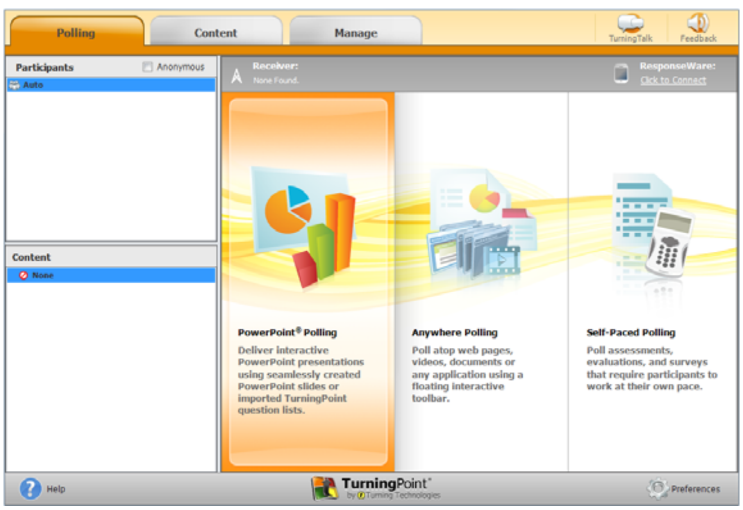
b Select the desired folder location and click **Unzip**.

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

Creating the Presentation

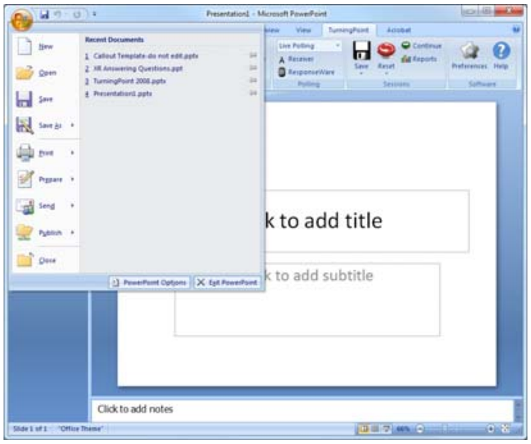
1 Open **TurningPoint**.

2 Select **PowerPoint Polling**.

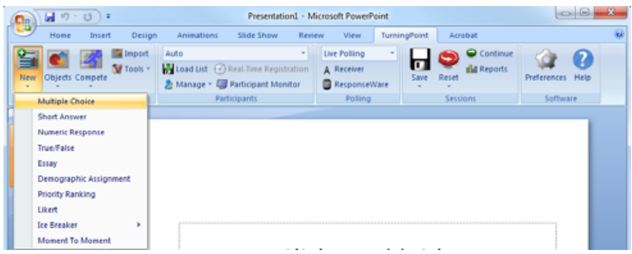


PowerPoint opens with the TurningPoint toolbar.

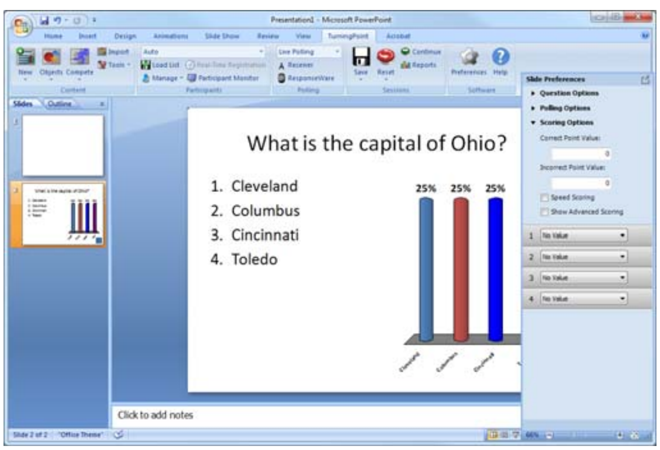
3 Open an existing **PowerPoint presentation** (if applicable).



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.



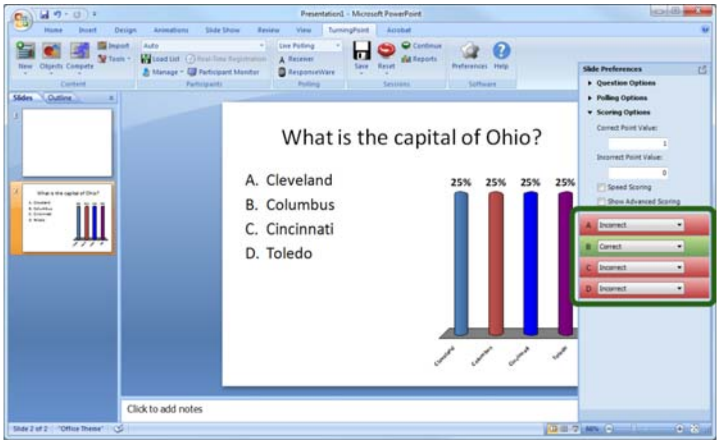
6 Click outside of the answer box.

Note

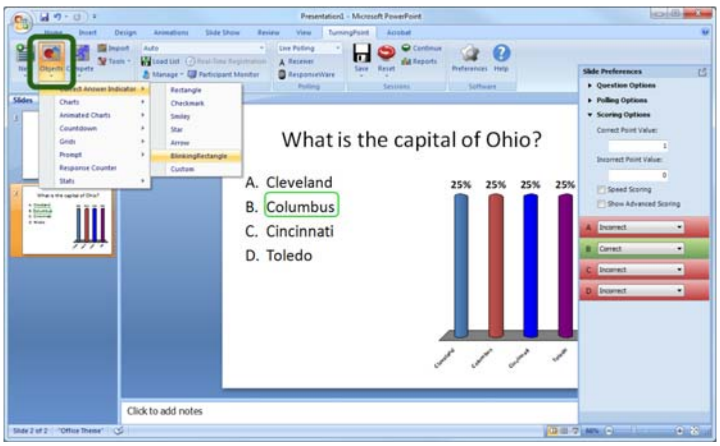
These are the required steps to build a basic slide. Setting correct answers and adding objects to the slides are optional.

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.



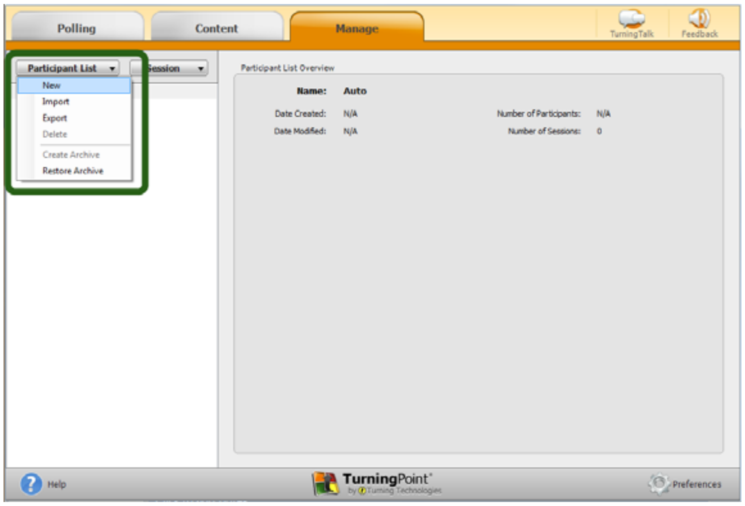
- The Correct Answer Indicator will give participants a visual confirmation of the correct answer once polling closes.
- The Countdown Timer will give a visual indicator of how long participants have to answer the question before polling closes.

Saving the Presentation

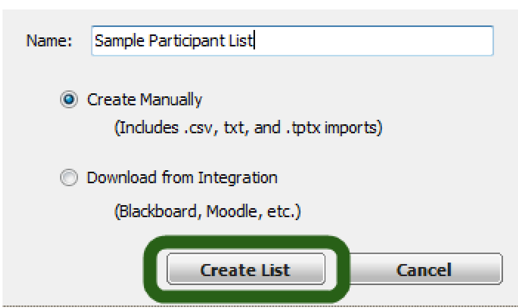
1 Once you are done building the entire presentation, save the presentation by clicking the Office button in the top left-hand corner, mouse over **Save As** and select **PowerPoint Presentation**.

Creating a Participant List

1. Open **TurningPoint** and select the **Manage** tab.
2. Click **Participant List** and select **New**.



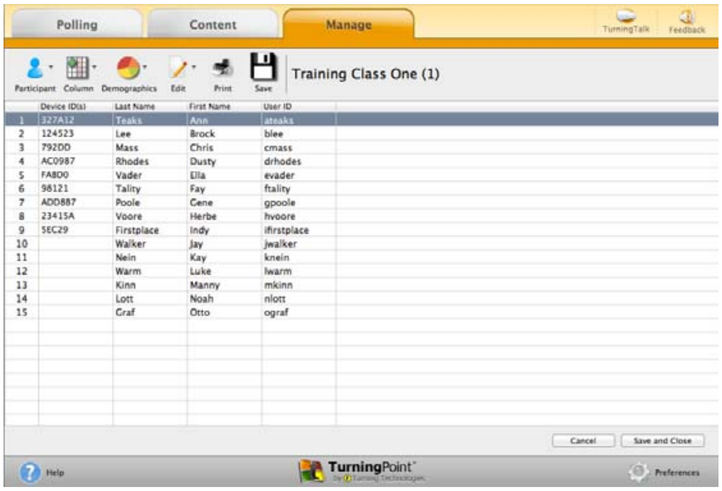
3. Name the participant list and click **Create List**.



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

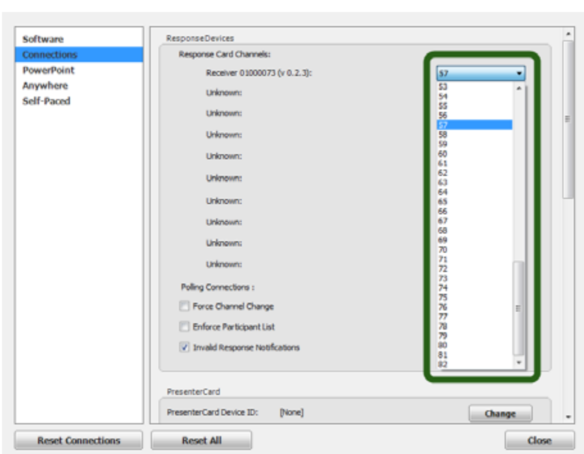
Verifying the Receiver Channel

1 Plug in the **receiver**. 

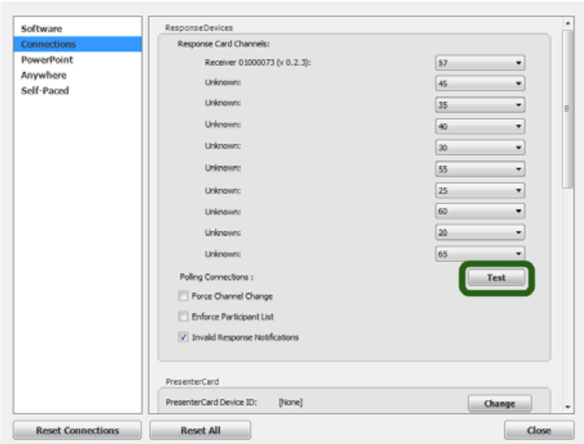
2 Open **TurningPoint**.

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 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.

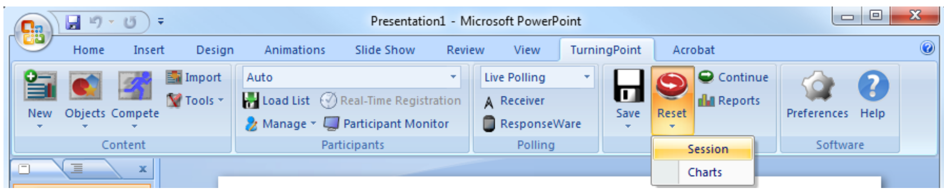
3. Enter your **Username** and **Password**.
4. Choose to **Allow Guests** or **Require Login**.

5 Click **Login**.

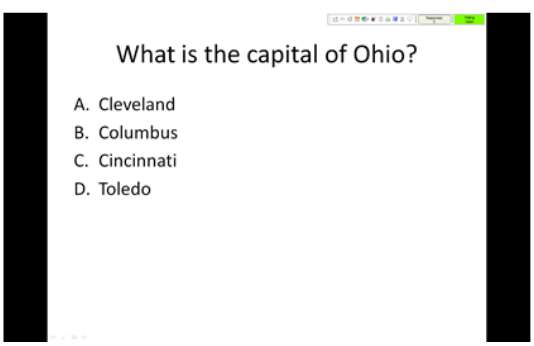
6 Participants enter the **Session ID** number to login.

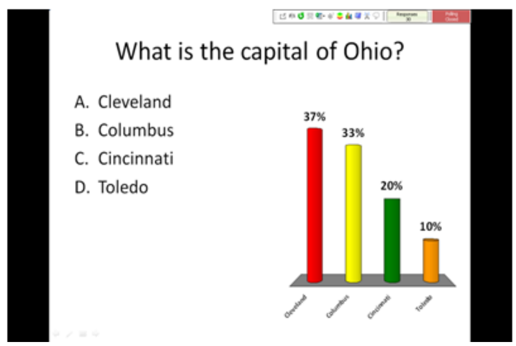
During the Presentation

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**.



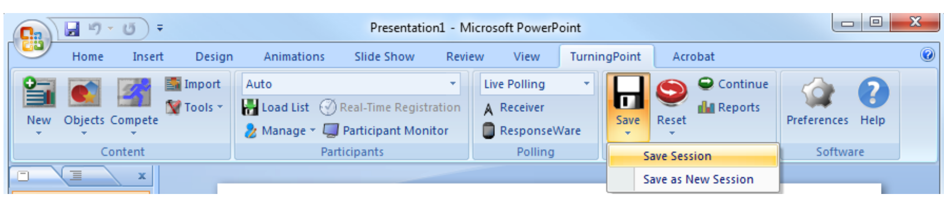
8. Start the Slide Show.
9. Polling will open automatically on a question slide, if using a countdown timer your first advance will start the timer. Click to close the polling and display the results.





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

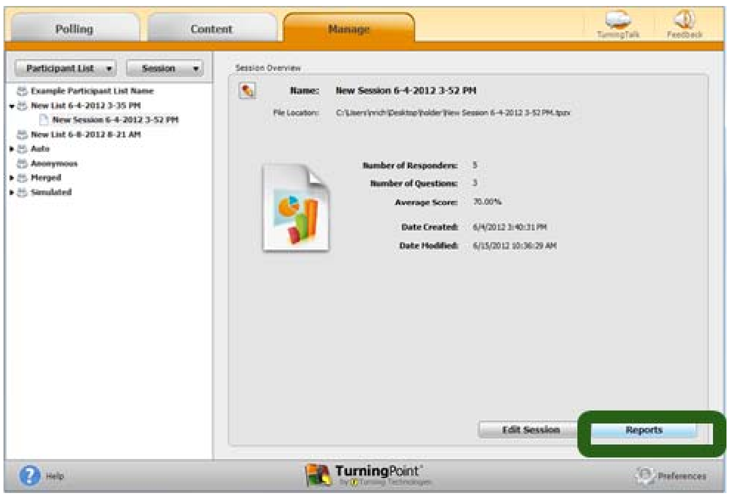
Generating Reports

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

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

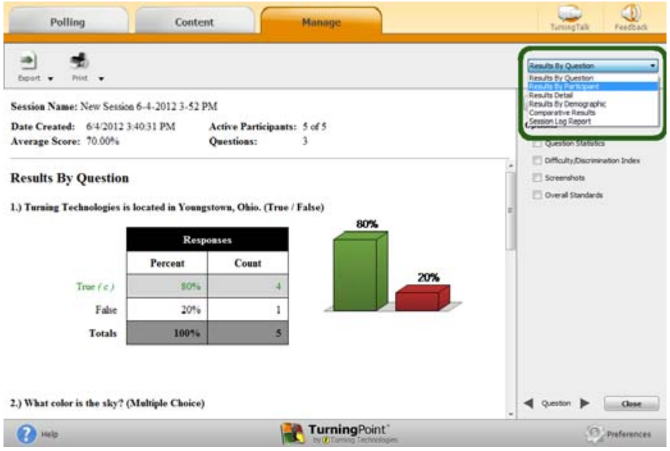
> ***Note***
>
> Expand the associated participant list to view the session, or if a participant list was not used, locate the session under Auto.

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.