

PowerPoint Polling

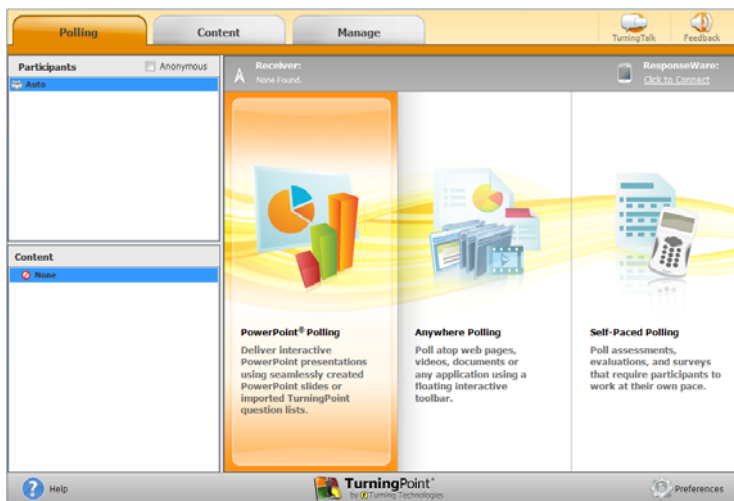
Before the Presentation

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**.

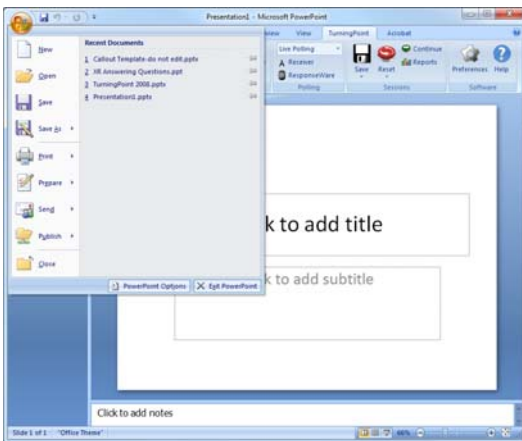
Creating the Presentation

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

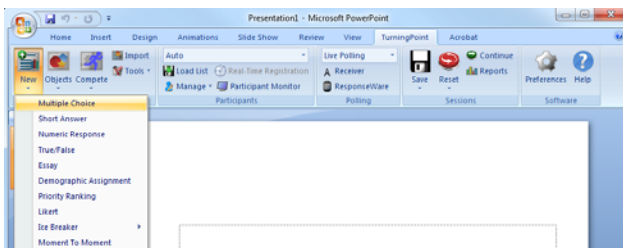


PowerPoint opens with the TurningPoint toolbar.

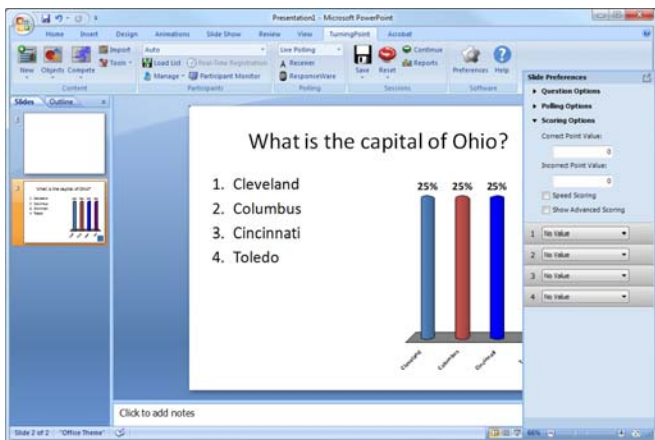
- 3 Open an existing **PowerPoint presentation** (if applicable).



- 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.



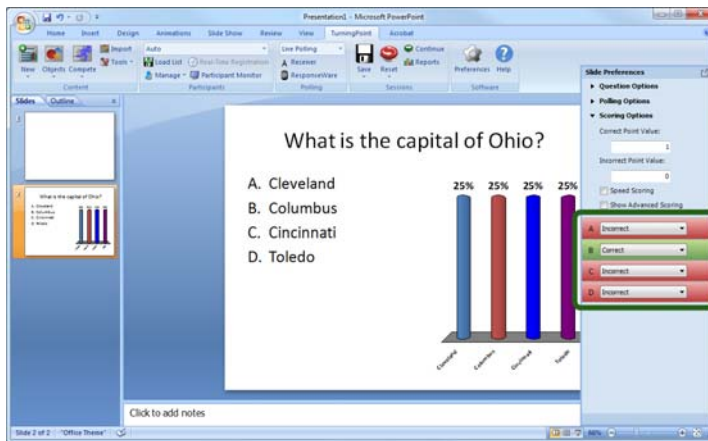
- 6 Click outside of the answer box.

Note

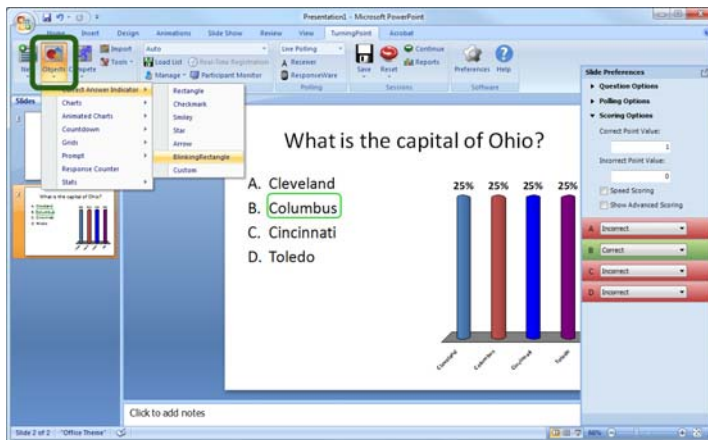
These are the required steps to build a basic slide. Setting correct answers and adding objects to the slides are optional.

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.



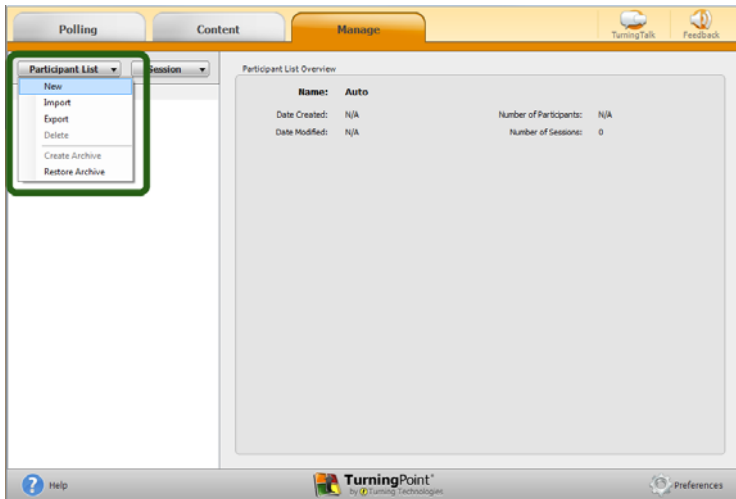
- The Correct Answer Indicator will give participants a visual confirmation of the correct answer once polling closes.
- The Countdown Timer will give a visual indicator of how long participants have to answer the question before polling closes.

Saving the Presentation

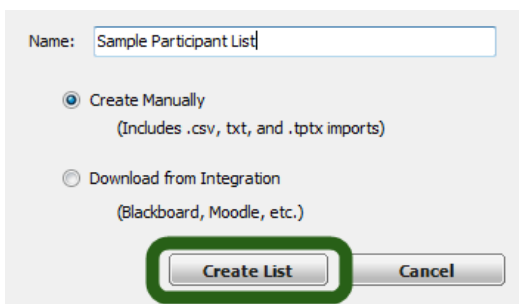
- 1 Once you are done building the entire presentation, save the presentation by clicking the Office button in the top left-hand corner, mouse over **Save As** and select **PowerPoint Presentation**.

Creating a Participant List

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

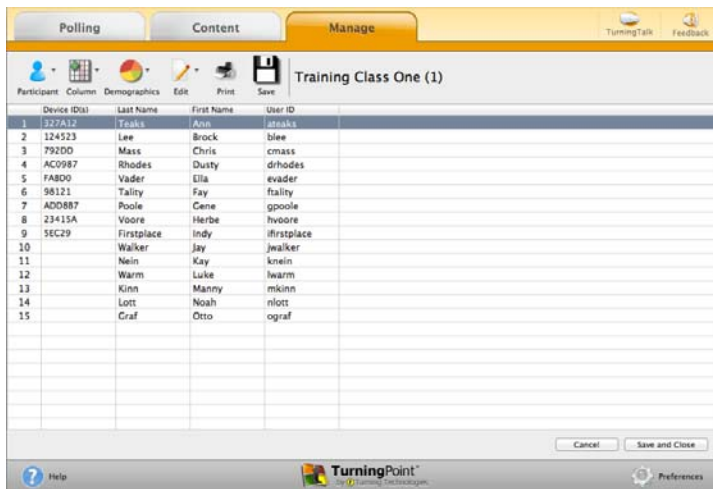


- 3 Name the participant list and click **Create List**.



- 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**.

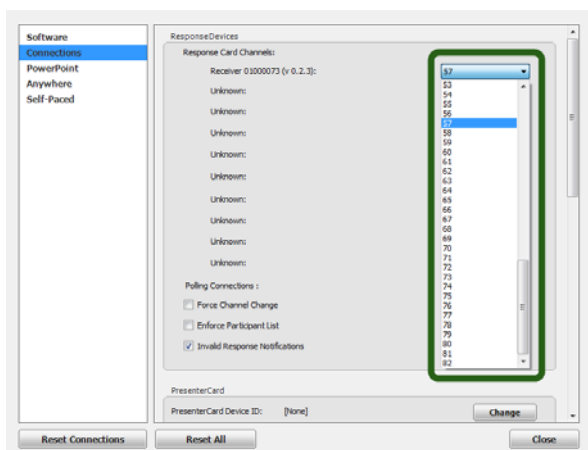


- 5 Click **Save and Close** after you have entered the participant information.

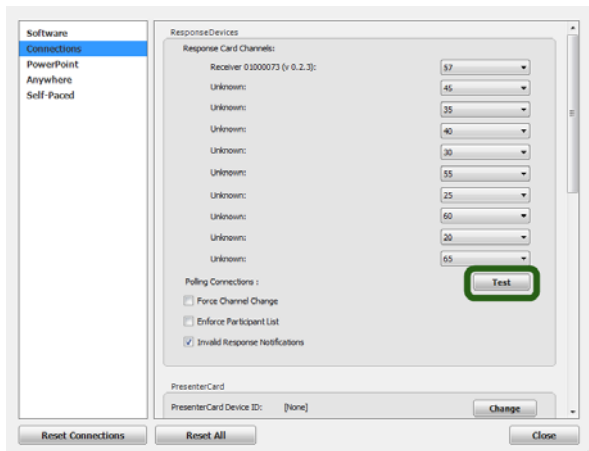
Response Connection

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**.



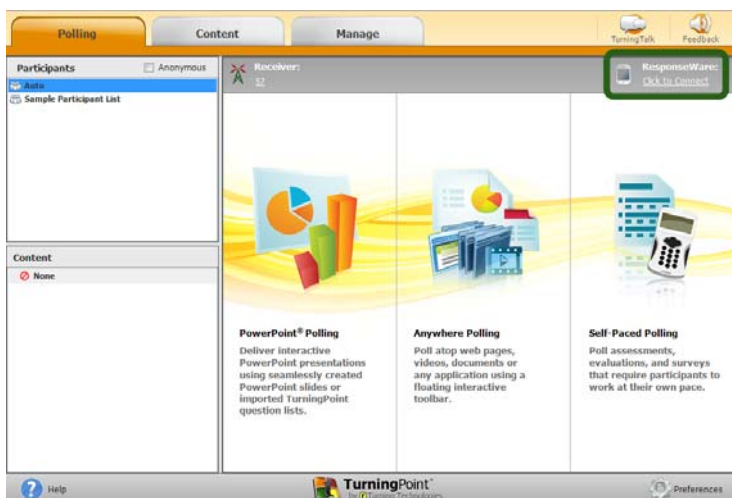
Changing the Channel on ResponseCard NXT

- 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**.

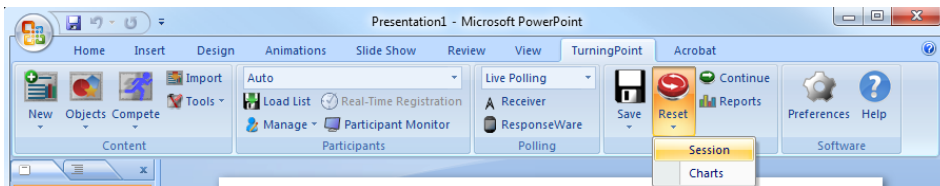
The screenshot shows a 'Login' dialog box. At the top, it has a 'Server URL' field with 'http://www.nvpoll.com' and a 'Change' button. Below that is a 'Username' field with 'training@turningtechnologies.com' and a 'Password' field with masked characters. There is a 'Save information' checkbox which is checked, and an 'I connect to the internet through a proxy server' checkbox which is unchecked. Below these is a 'Participant Options' section with two radio buttons: 'Allow Guests' (selected) and 'Require Login'. At the bottom, there is a 'Reserved Session ID' field and a 'Reserved Session ID' label. The 'Login' button is highlighted with a green rectangle.

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

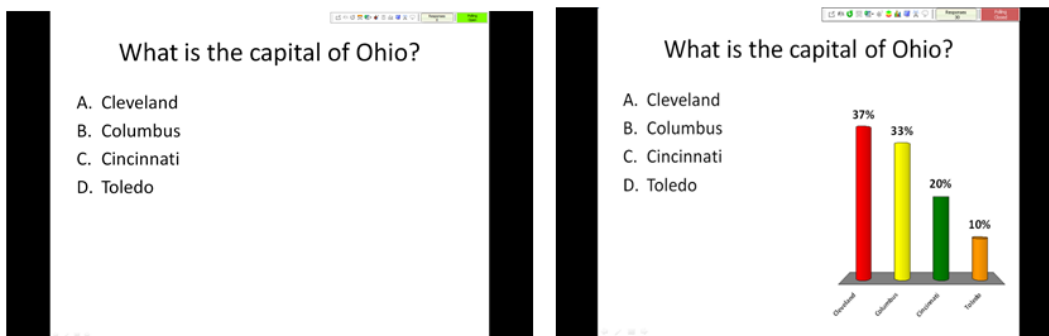
The screenshot shows a 'Session ID' entry screen. At the top, it displays 'Session ID: 567680' and 'Welcome: Erin Fullerman'. Below this are two buttons: 'Get New Session ID' and 'Logout'. In the center, there is a box containing the following text: 'Use Basic Mode: False', 'Number of Connections: 0', 'Average Response Time: 30 ms', and 'Error Rate: 0.00%'. To the right of this text is a green bar chart with four bars of increasing height. At the bottom right, there is a 'Close' button.

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**.

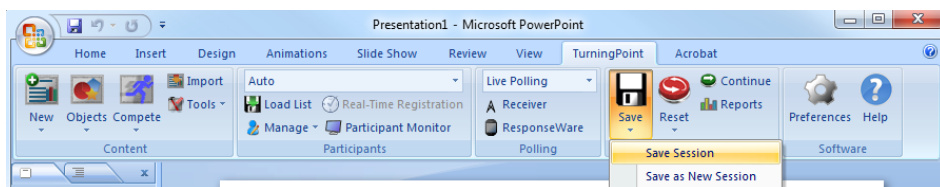


- 8 Start the Slide Show.
- 9 Polling will open automatically on a question slide, if using a countdown timer your first advance will start the timer. Click to close the polling and display the results.



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

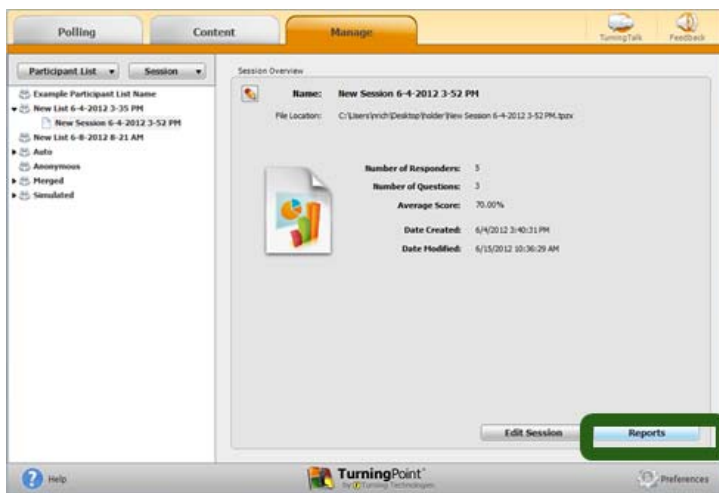
Generating Reports

- 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.

The screenshot shows the TurningPoint software interface. At the top, there are tabs for 'Polling', 'Content', and 'Manage'. Below these, there are icons for 'Export' and 'Print'. The main area displays session information: 'Session Name: New Session 6-4-2012 3:52 PM', 'Date Created: 6/4/2012 3:40:31 PM', 'Average Score: 70.00%', 'Active Participants: 5 of 5', and 'Questions: 3'. A dropdown menu is open, showing 'Results By Question' as the selected option. Other options in the menu include 'Results By Question', 'Results By Question', 'Results By Question', 'Results By Demographic', 'Comparative Results', and 'Session Log Report'. Below the dropdown, there are checkboxes for 'Question Statistics', 'Difficulty/Discrimination Index', 'Screenshots', and 'Overall Standards'. The main content area shows 'Results By Question' for the first question: '1.) Turning Technologies is located in Youngstown, Ohio. (True / False)'. It includes a bar chart showing 80% for 'True' and 20% for 'False', and a table with the following data:

| Responses | |
|-----------|--------|
| Percent | Count |
| True (e.) | 80% 4 |
| False | 20% 1 |
| Totals | 100% 5 |

Below the table, the second question is visible: '2.) What color is the sky? (Multiple Choice)'. At the bottom of the interface, there are icons for 'Help' and 'Preferences'.

- 5 Click **Close** when finished.