





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 PC

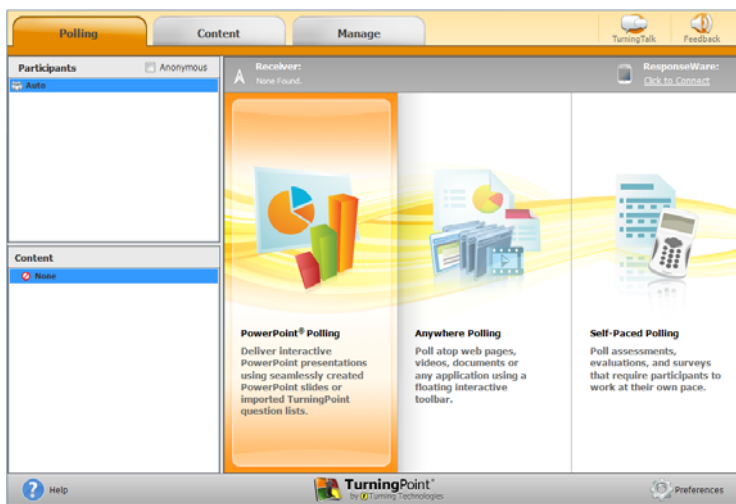
Before the Presentation

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**.

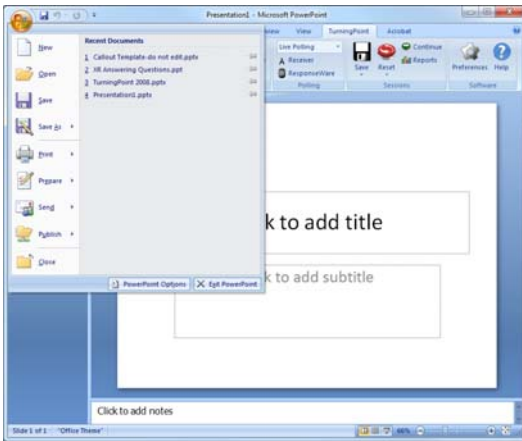
Creating the Presentation

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

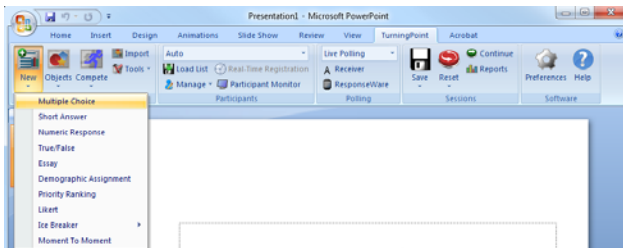


PowerPoint opens with the TurningPoint toolbar.

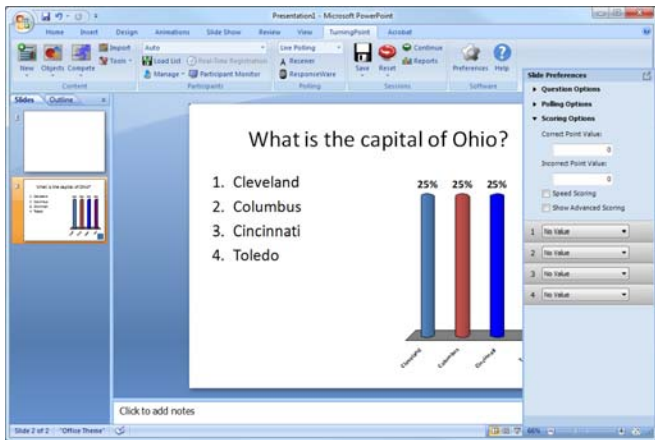
3 Open an existing PowerPoint presentation (if applicable).



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



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



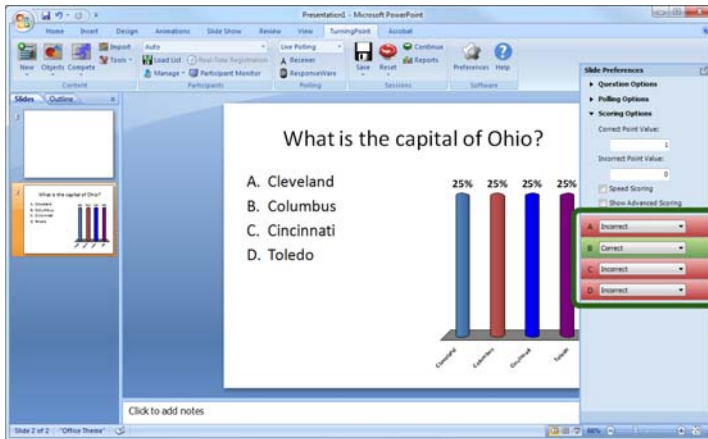
6 Click outside of the answer box.

Note

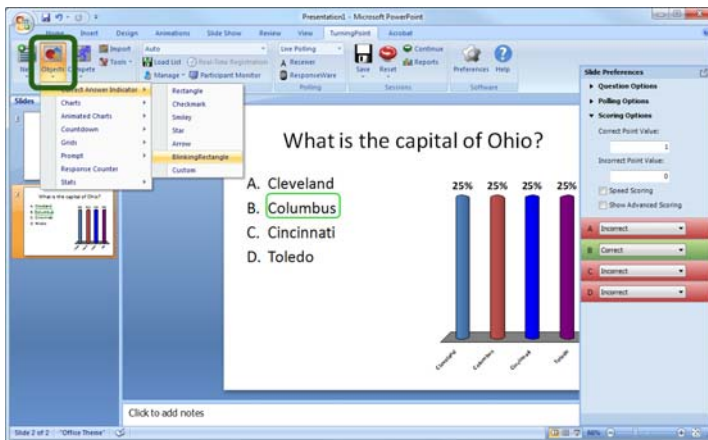
These are the required steps to build a basic slide. Setting correct answers and adding objects to the slides are optional.

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.



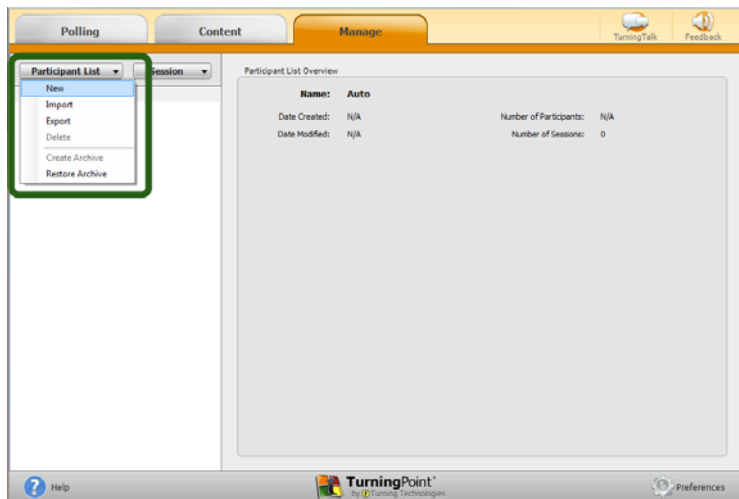
- The Correct Answer Indicator will give participants a visual confirmation of the correct answer once polling closes.
- The Countdown Timer will give a visual indicator of how long participants have to answer the question before polling closes.

Saving the Presentation

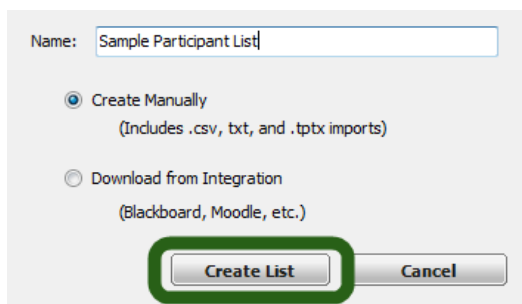
- 1 Once you are done building the entire presentation, save the presentation by clicking the Office button in the top left-hand corner, mouse over **Save As** and select **PowerPoint Presentation**.

Creating a Participant List

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

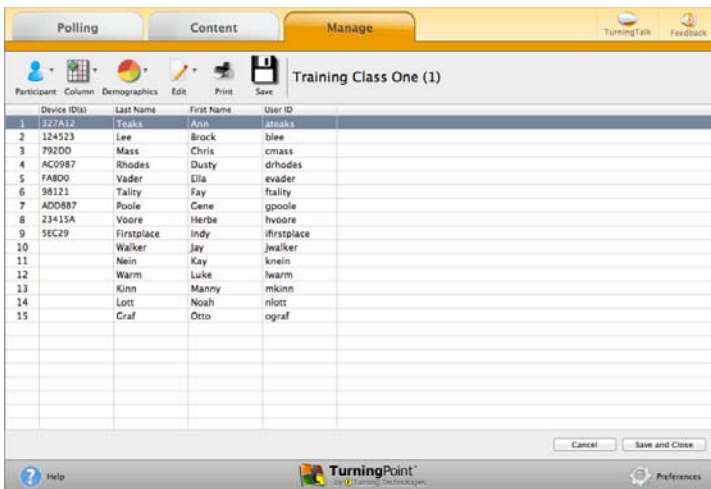


- 3 Name the participant list and click **Create List**.

A screenshot of a 'Create List' dialog box. It has a 'Name:' label followed by a text input field containing 'Sample Participant List'. Below the input field are two radio button options: 'Create Manually (Includes .csv, txt, and .tpbx imports)' which is selected, and 'Download from Integration (Blackboard, Moodle, etc.)'. At the bottom of the dialog are two buttons: 'Create List' and 'Cancel'. The 'Create List' button is highlighted with a green rounded rectangle.

- 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**.

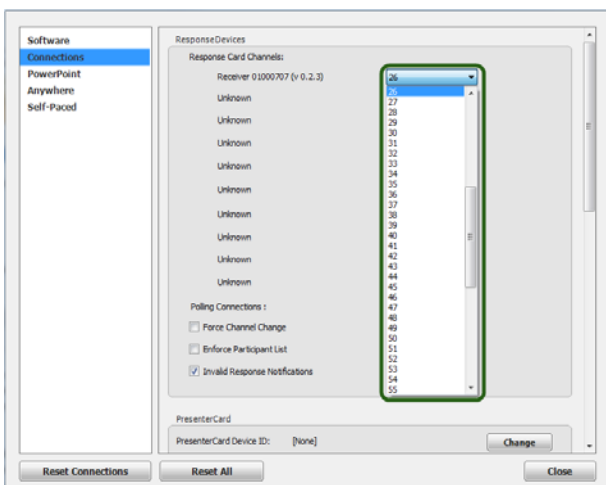


- 5 Click **Save and Close** after you have entered the participant information.

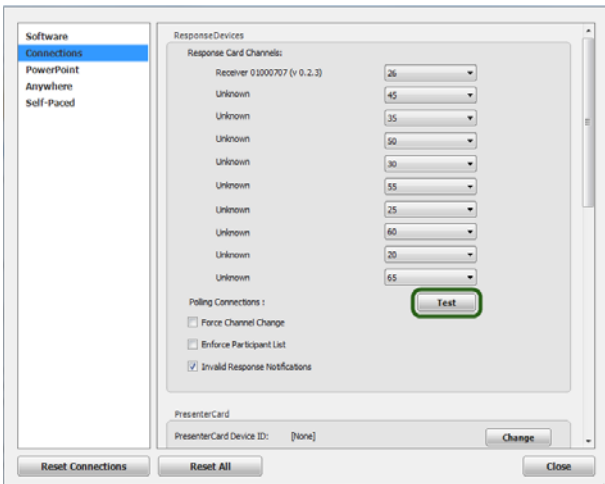
Response Connection

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**.

ResponseWare

Login

Server URL:

Username:

Password:

Save information

I connect to the internet through a proxy server

Participant Options

Required; select one of the options below.

Allow Guests
Participants can attend your session without logging in.

Require Login
Participants must log in to participate in your session.

Do not prompt participants to enter user information.

Reserved Session ID



Reserved Session ID: (Optional)

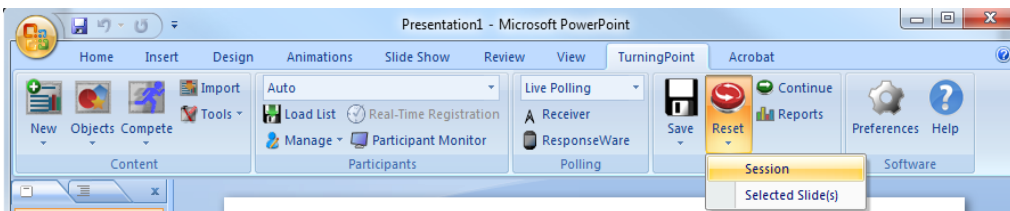
5 Click **Login**.

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

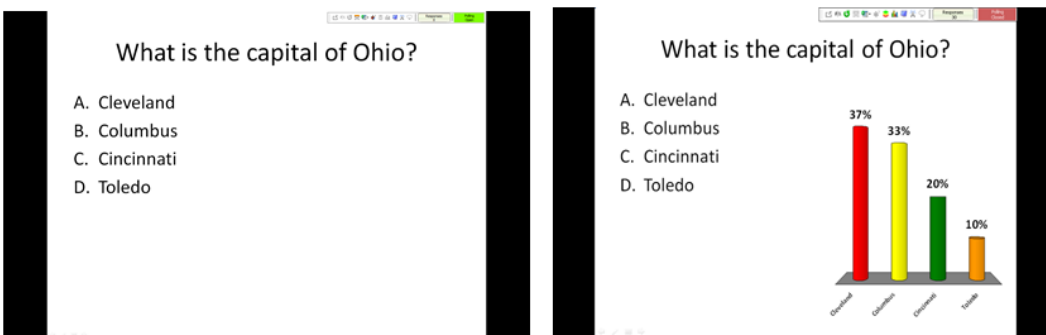


During the Presentation

- 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**.

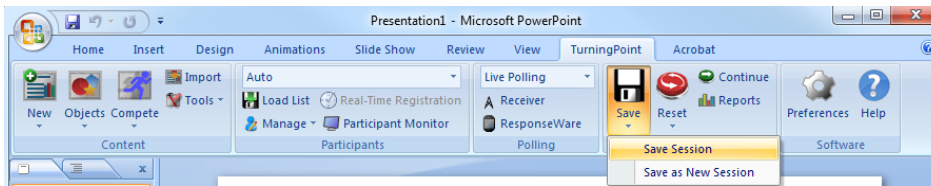


- 8 Start the Slide Show.
- 9 Polling will open automatically on a question slide, if using a countdown timer your first advance will start the timer. Click to close the polling and display the results.



Continue advancing through the presentation.

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



After the Presentation

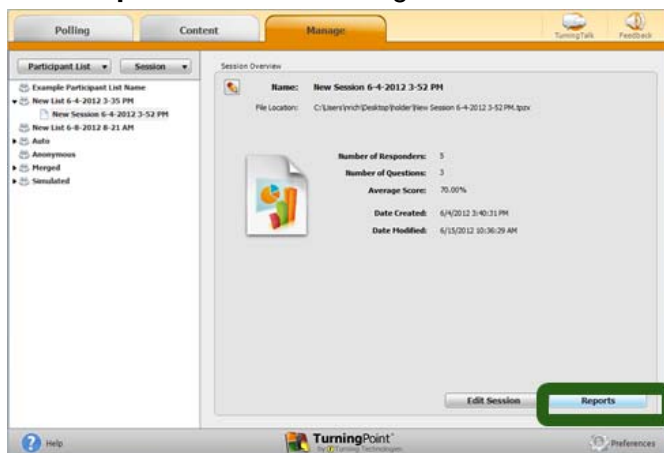
Generating Reports

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

- 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.

Session Name: New Session 6-4-2012 3:52 PM
Date Created: 6/4/2012 3:40:31 PM Active Participants: 5 of 5
Average Score: 70.00% Questions: 3

Results By Question

1.) Turning Technologies is located in Youngstown, Ohio. (True / False)

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

2.) What color is the sky? (Multiple Choice)

TurningPoint
by Turning Technologies

5 Click **Close** when finished.