

PowerPoint Polling

Before the Presentation

Downloading the Software

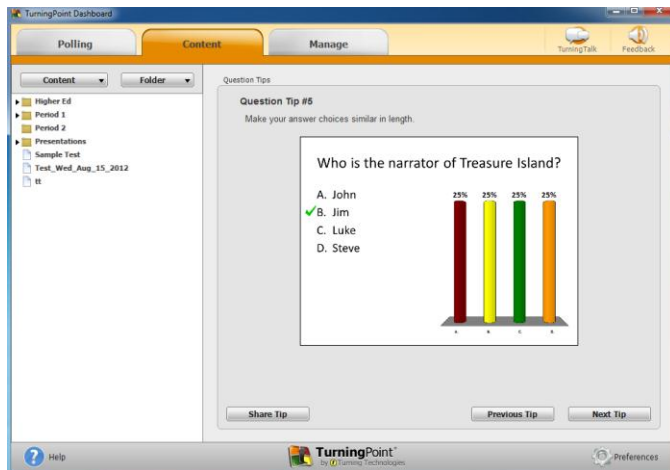
- 1 From TurningTechnologies.com/downloads OR
- 2 From the CD contained within the kit.

Creating the Presentation

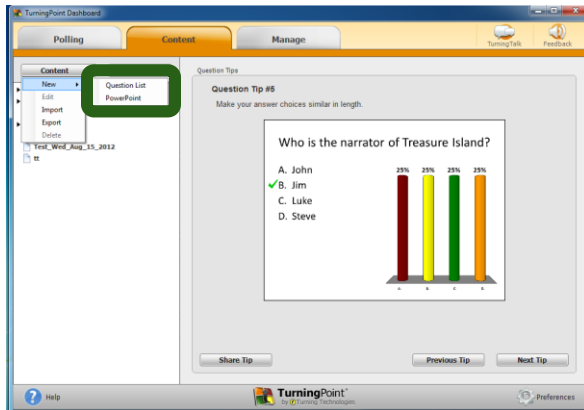
- 1 Open **TurningPoint**.



- 2 Select the **Content Tab**.

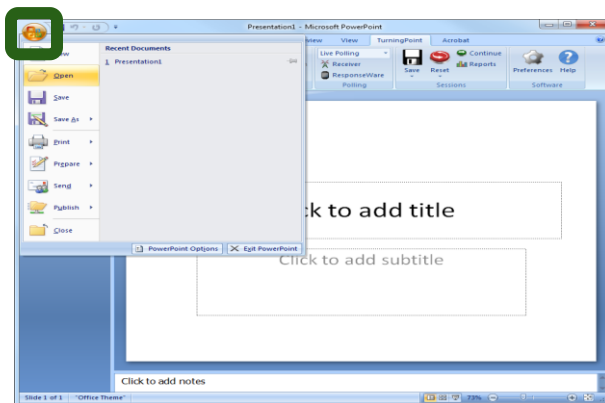


- 3 Click on **Content** then select **New**. Select **PowerPoint**.

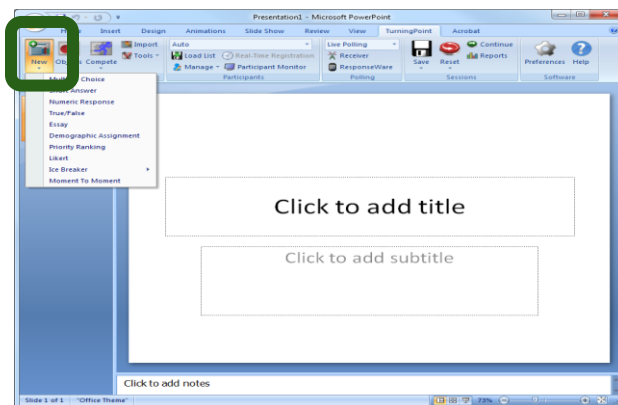


- PowerPoint will launch with the TurningPoint toolbar.

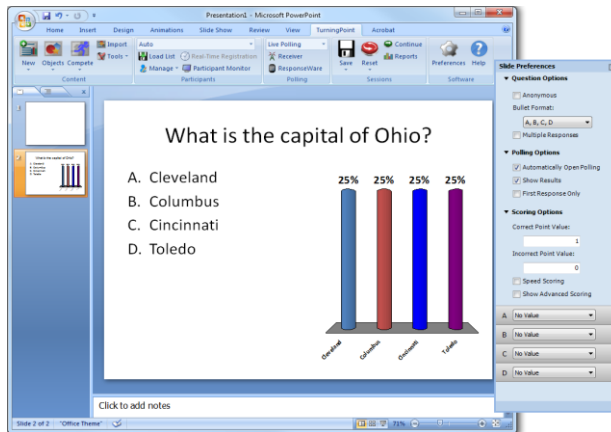
- 4 Open a PowerPoint **presentation** (if applicable).



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



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



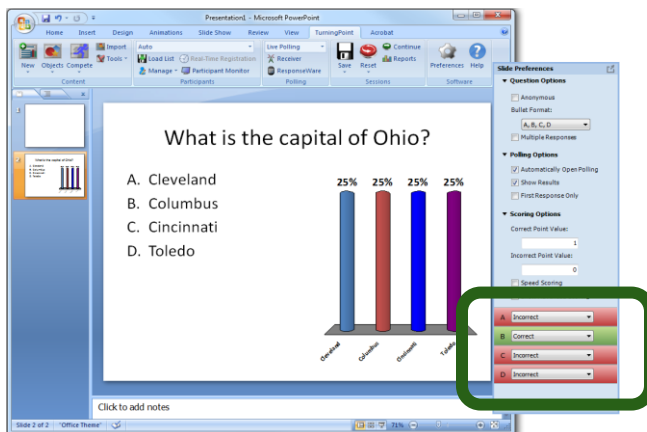
- 7 Click outside of the answer box.

Note:

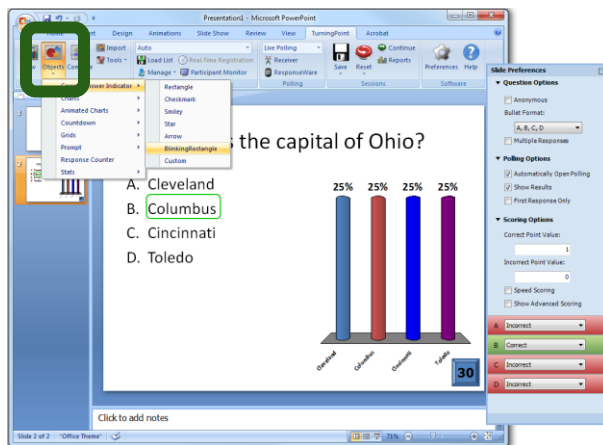
These are the required steps to build a basic slide. Setting correct answers and adding objects to the slides are optional.

Setting Correct Answers and Adding Objects (Optional)

- 1 Select **Correct** from the drop-down menu of the correct answer choice in the Slide Preferences below **Scoring Options**.



- 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 Save the presentation by clicking the Office button in the top left-hand corner, mouse over **Save As** and select **PowerPoint Presentation**.



During the Presentation

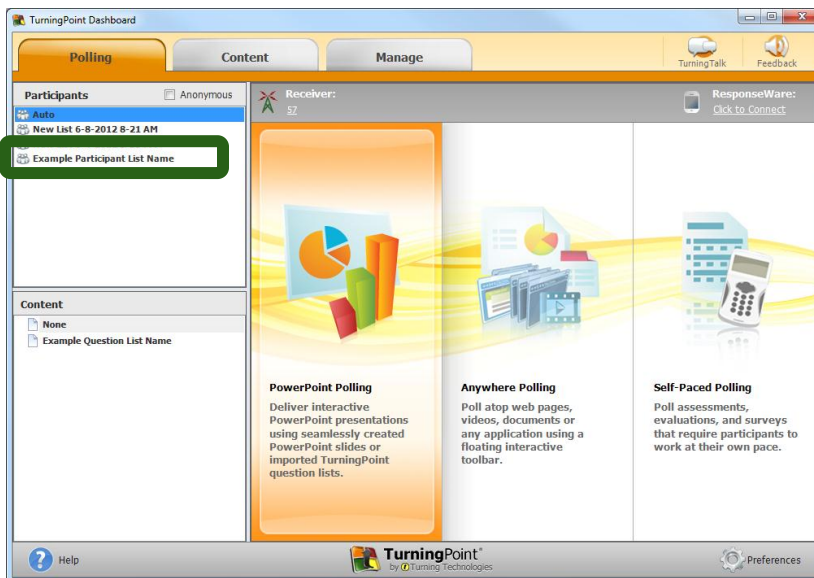
- 1 Plug in the receiver (unless only using ResponseWare).



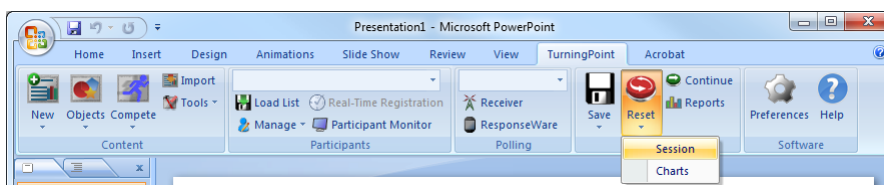
- 2 Open **TurningPoint**.



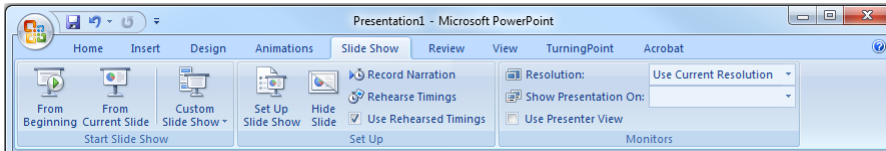
- 3 Verify Connection (Receiver or ResponseWare).
- 4 Select a **participant list** (optional).



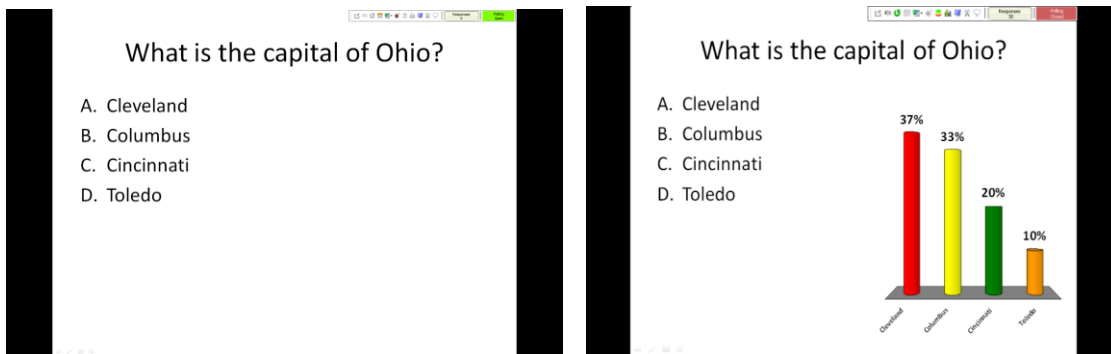
- 5 Click **PowerPoint Polling**.
- 6 Open the **presentation**.
- 7 Click **Reset** and select **Session**.



8 Start the Slide Show.

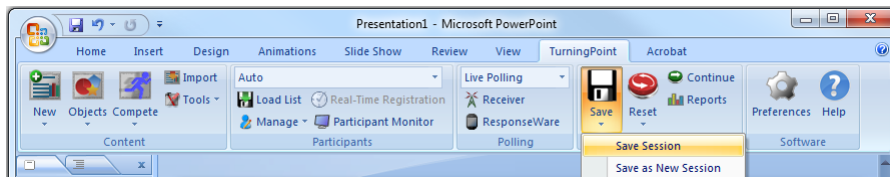


9 Polling will open automatically on a question slide. Click to Close the polling and display the results.



- 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

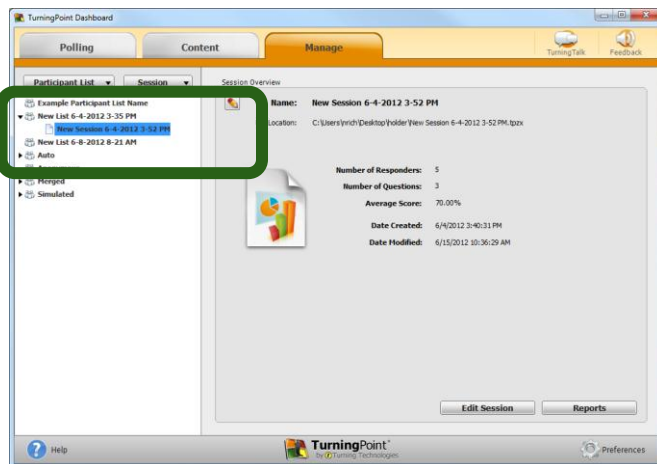
Generating Reports

- 1 Open **TurningPoint**.

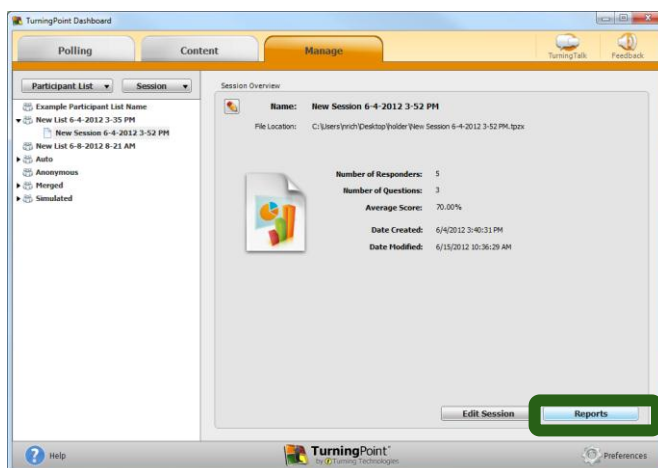


- 2 Select the **Manage** tab.

- 3 Select the **session** from the panel on the left.



- 4 Click **Reports** in the bottom right-hand corner.



- 5 Select a **report** from the drop-down menu.

The screenshot shows the TurningPoint Dashboard interface. The 'Manage' tab is active. A dropdown menu is open, showing the following options: Results By Question (highlighted), Results By Participant, Results Detail, Results By Demographic, Comparative Results, and Session Log Report. The main content area displays 'Results By Question' for a session named 'New Session 6-4-2012 3-52 PM'. It includes a table of responses for the question '1.) Turning Technologies is located in Youngstown, Ohio. (True / False)' and a 3D bar chart showing 80% True and 20% False responses.

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

- 6 Click **Close** when finished.

Creating a Participant List

- 1 Open **TurningPoint**.

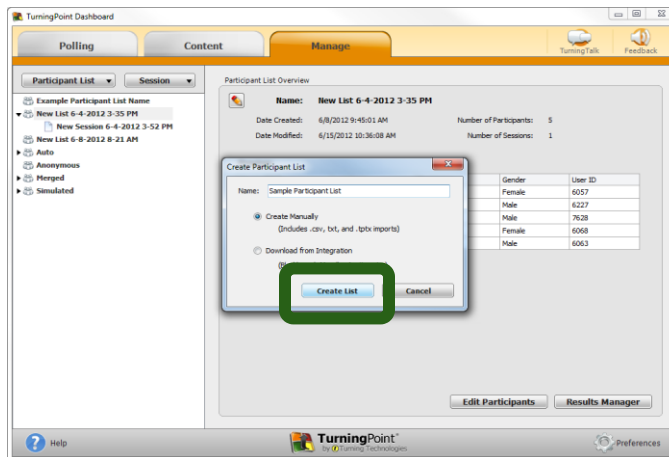


- 2 Select the **Manage** tab.
- 3 Click **Participant List** and select **New**.

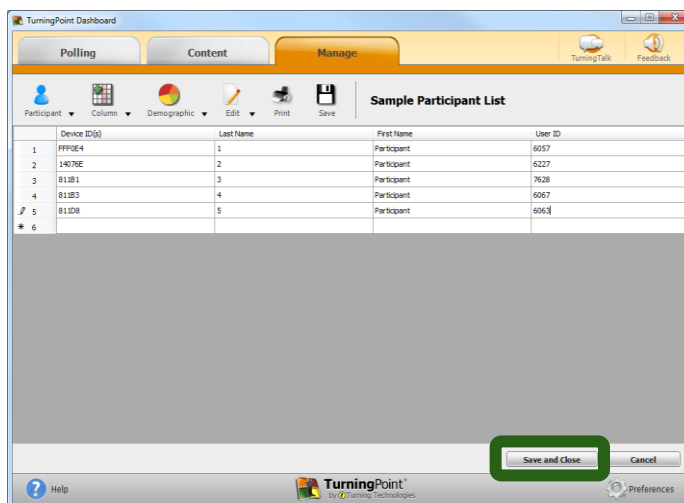
The screenshot shows the TurningPoint Dashboard with the 'Manage' tab active. The 'Participant List' dropdown menu is open, showing options: New (highlighted), Import, Export, Delete, Auto, Anonymous, and Merged. The main content area displays 'Participant List Overview' for a session named 'New List 6-4-2012 3-35 PM'. It includes a table of participant details.

Device ID(s)	Last Name	First Name	Gender	User ID
FFFF04	1	Participant	Female	6057
14079E	2	Participant	Male	6227
81B1	3	Participant	Male	7628
81B3	4	Participant	Female	6968
81B8	5	Participant	Male	6963

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



- 5 Enter the Device ID found on the back of the ResponseCard, as well as the names and any other fields into your participant list (press "Enter" for additional rows).
- 6 To delete a row, select the row, right-click and select delete. To add additional fields, select Header or Demographic to add groups to your participant list.
- 7 Click **Save and Close** after you have entered the participant information.



Changing the Channel on the Receiver

Note:

When TurningPoint is being used within 200 feet of another user, each receiver needs to be set on its own channel.

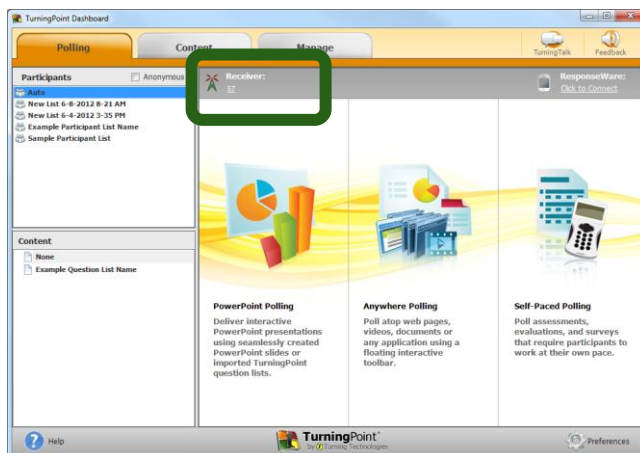
- 1 Plug in the receiver.



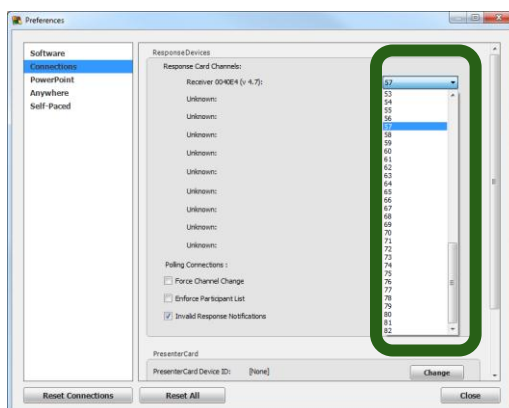
- 2 Open **TurningPoint**.



- 3 Click the **Receiver channel number**.



- 4 Select an **alternate channel** from the drop-down menu. Click **Close**.



Changing the Channel on ResponseCard RF LCD and ResponseCard RF



- 1 Press "Channel."
- 2 Enter two digit channel number.
- 3 Press "Channel" again.
- 4 When the ResponseCard receives the new channel, the light will turn **green**.

i.e.: To change to channel 41, press "Channel," 4, 1, then "Channel."

Changing the Channel on ResponseCard NXT

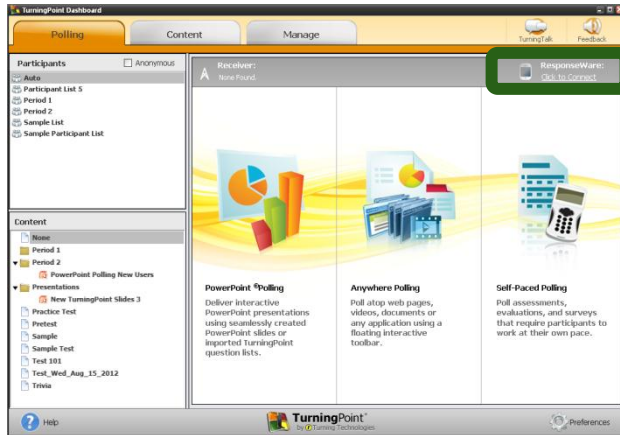


- 1 Press "Channel."
- 2 Enter the two digit channel number.
- 3 Press Enter (the grey oval button between the arrow keys).
- 4 When the ResponseCard receives the new channel, the indicator will display the new channel.

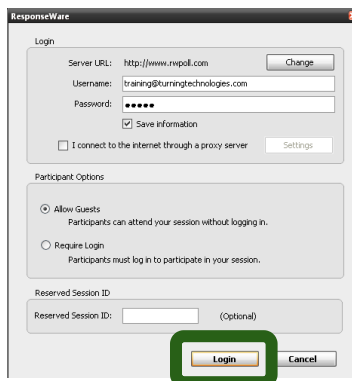
i.e.: To change to channel 41, press "Channel," 4, 1, then "Enter."

Connecting to ResponseWare

- 1 Click to Connect.



- 2 Type in Username and Password.
- 3 Select one of the Participant Options.
- 4 Click Login.



- 5 Session ID is created for participants to use.

