

PowerPoint Polling

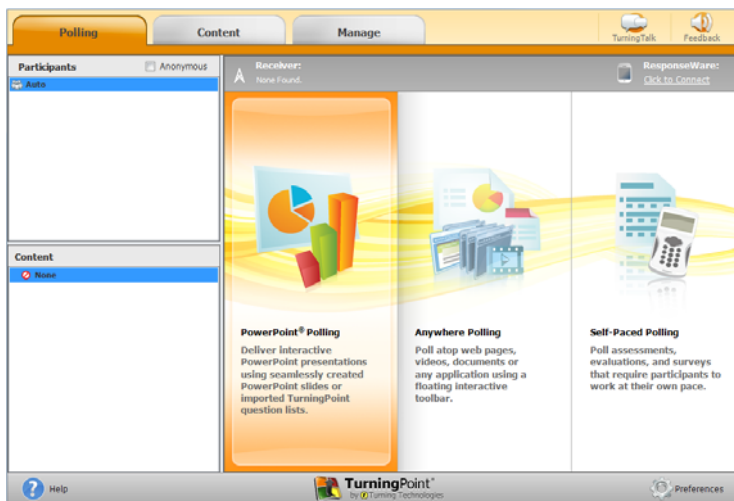
Before the Presentation

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**.

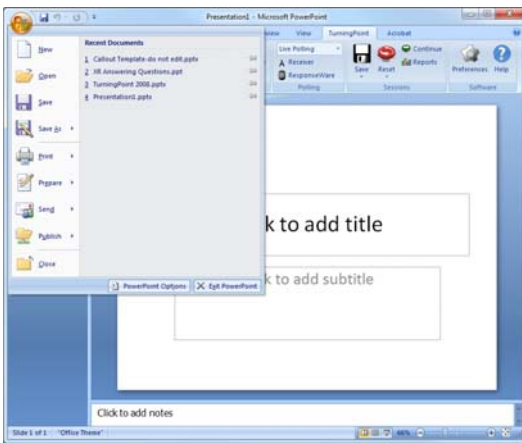
Creating the Presentation

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

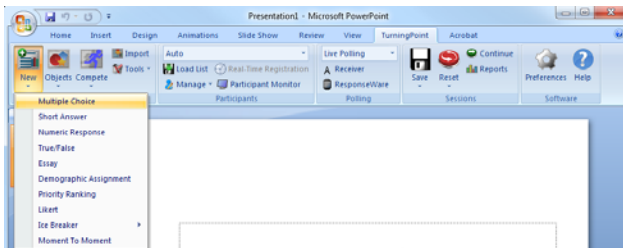


PowerPoint opens with the TurningPoint toolbar.

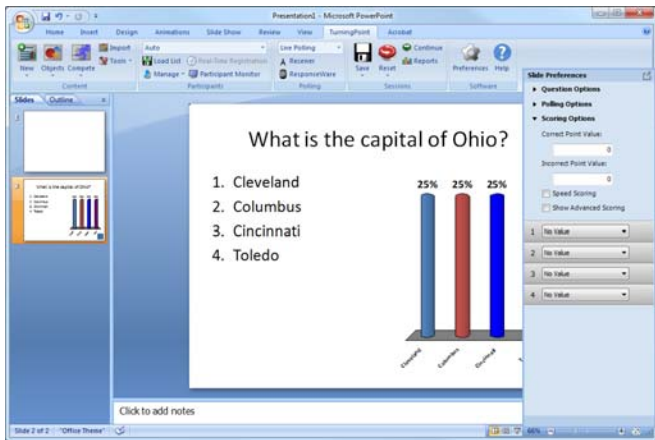
3 Open an existing PowerPoint presentation (if applicable).



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



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



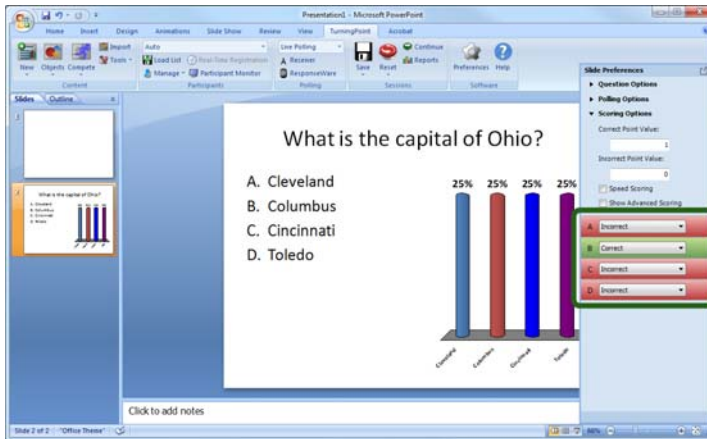
6 Click outside of the answer box.

Note

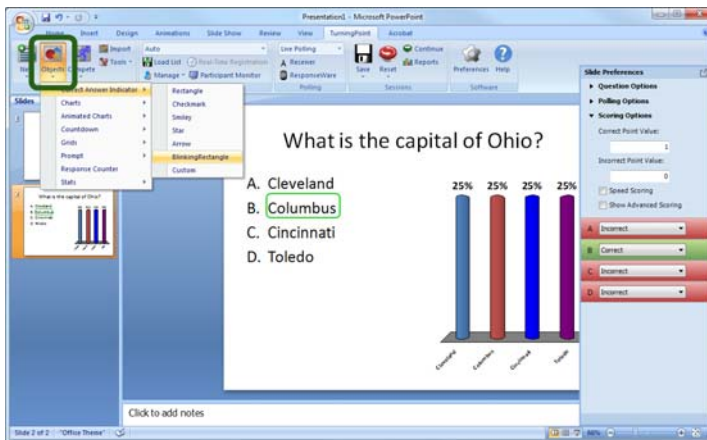
These are the required steps to build a basic slide. Setting correct answers and adding objects to the slides are optional.

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.



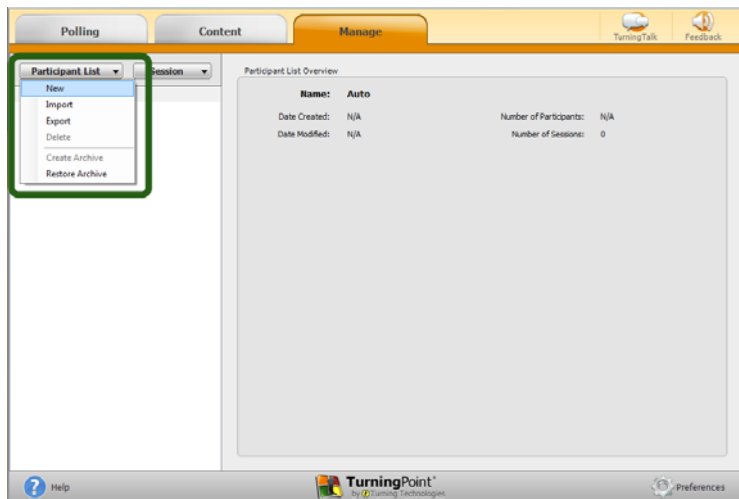
- The Correct Answer Indicator will give participants a visual confirmation of the correct answer once polling closes.
- The Countdown Timer will give a visual indicator of how long participants have to answer the question before polling closes.

Saving the Presentation

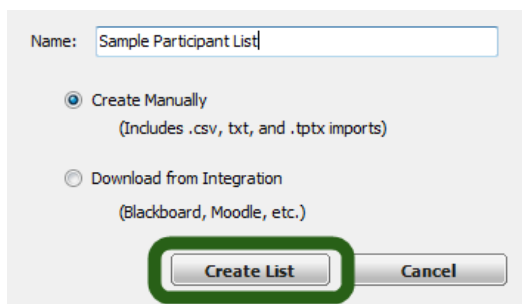
- 1 Once you are done building the entire presentation, save the presentation by clicking the Office button in the top left-hand corner, mouse over **Save As** and select **PowerPoint Presentation**.

Creating a Participant List

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

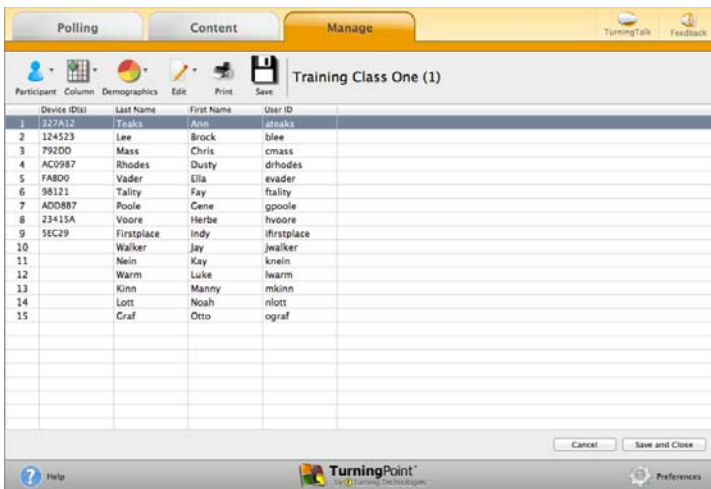


- 3 Name the participant list and click **Create List**.

A screenshot of the 'Create List' dialog box. The 'Name' field contains 'Sample Participant List'. There are two radio button options: 'Create Manually' (selected) and 'Download from Integration'. Below the options are 'Create List' and 'Cancel' buttons. The 'Create List' button is highlighted with a green circle.

- 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**.

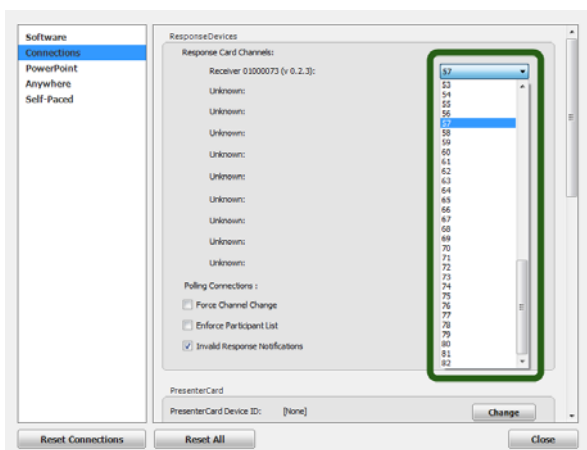


- 5 Click **Save and Close** after you have entered the participant information.

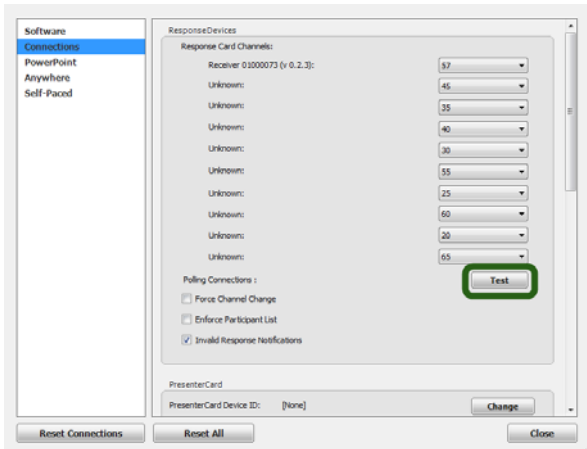
Response Connection

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 with the following fields and options:


- Server URL:
- Username:
- Password:
- Save information
- I connect to the internet through a proxy server
- Participant Options:
 - Allow Guests
Participants can attend your session without logging in.
 - Require Login
Participants must log in to participate in your session.
- Reserved Session ID:
Reserved Session ID: (Optional)
-

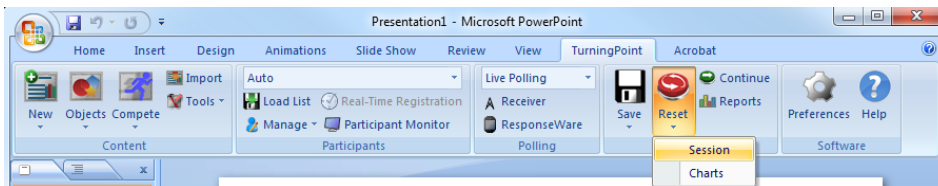
6 Participants enter the **Session ID** number to login.

The screenshot shows a session dashboard with the following information:

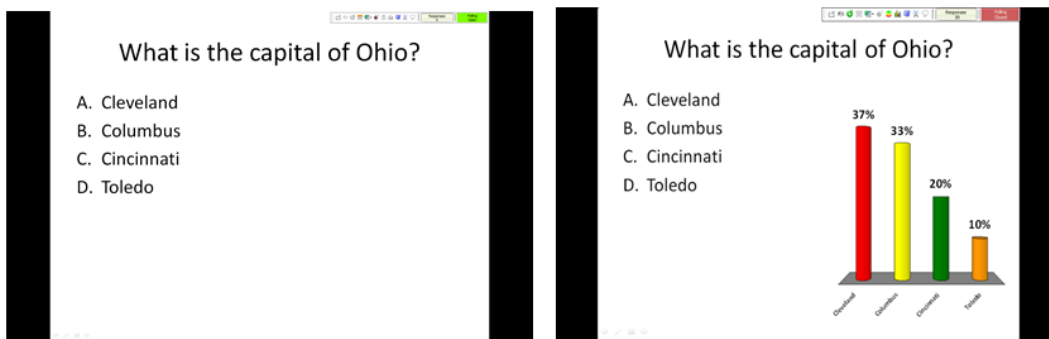
- Session ID: 567680
- Welcome: Erin Fullerman
-
- Use Basic Mode: False
- Number of Connections: 0
- Average Response Time: 30 ms
- Error Rate: 0.00%
- A bar chart with four bars of increasing height.
-

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**.

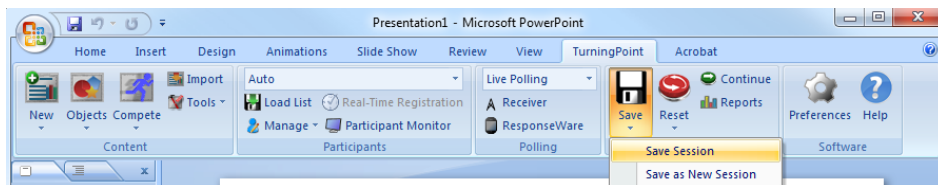


- 8 Start the Slide Show.
- 9 Polling will open automatically on a question slide, if using a countdown timer your first advance will start the timer. Click to close the polling and display the results.



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

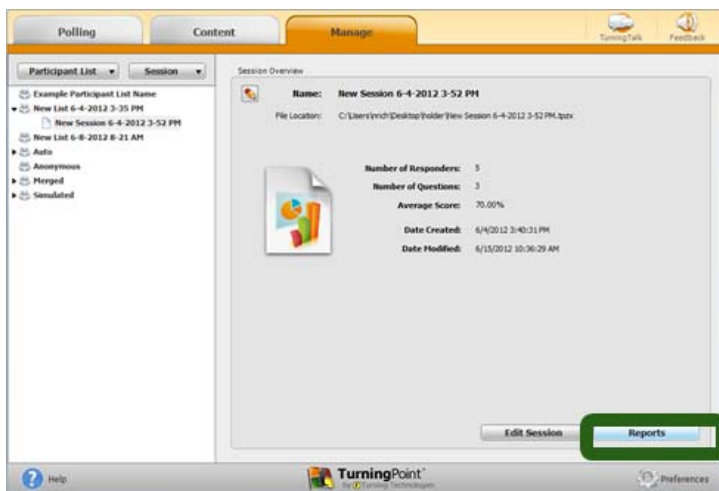
Generating Reports

- 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.

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 (c)	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.