

POWERPOINT POLLING FOR PC

Getting Started

Downloading the Software

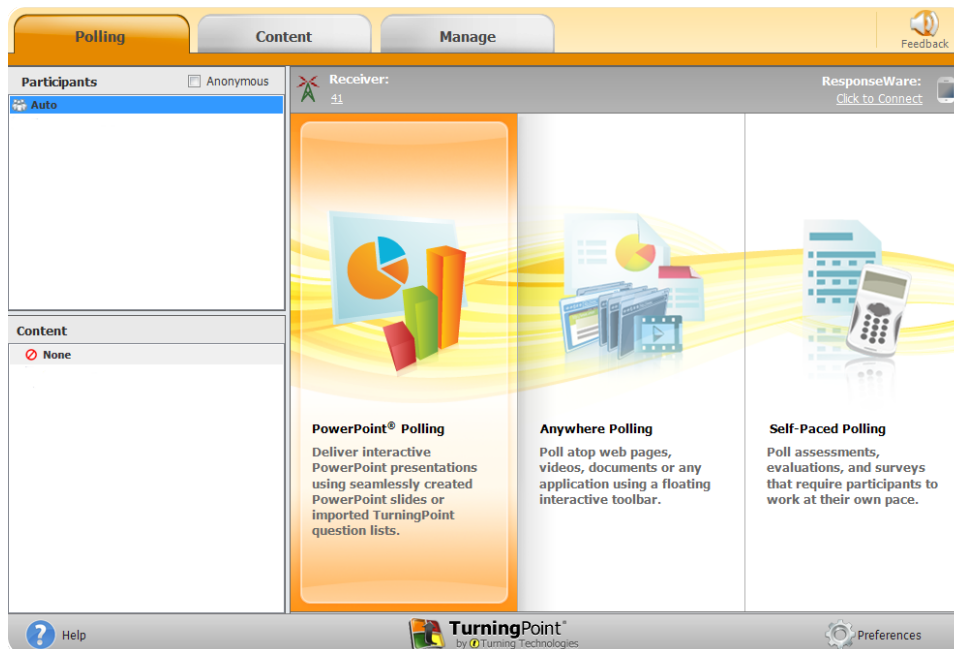
- 1 Visit www.turningtechnologies.com/downloads to download TurningPoint.
Choose the install version or the no install version of the software.
- 2 Opening the no install version of the software:
 - a Double-click the downloaded zip file.
 - b Select the desired folder location and click **Unzip**.
 - c Open the unzipped folder and double-click **TurningPoint.exe**.

Before Class

This section covers creating polling slides within new or existing PowerPoint presentations.

Creating the Presentation

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

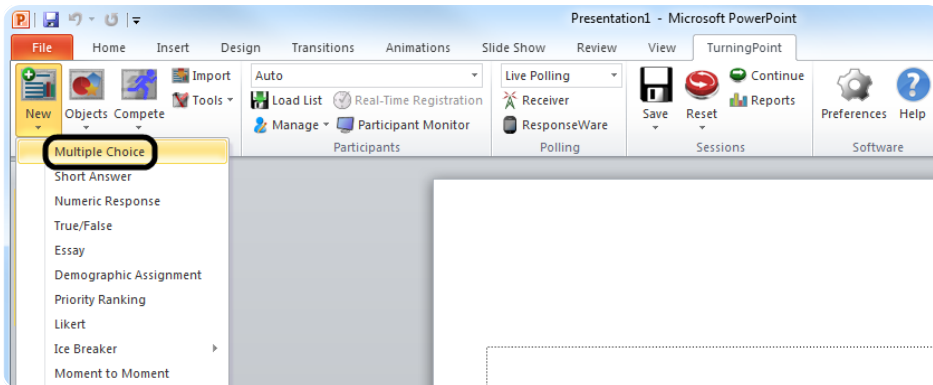


PowerPoint opens with the TurningPoint ribbon/toolbar.

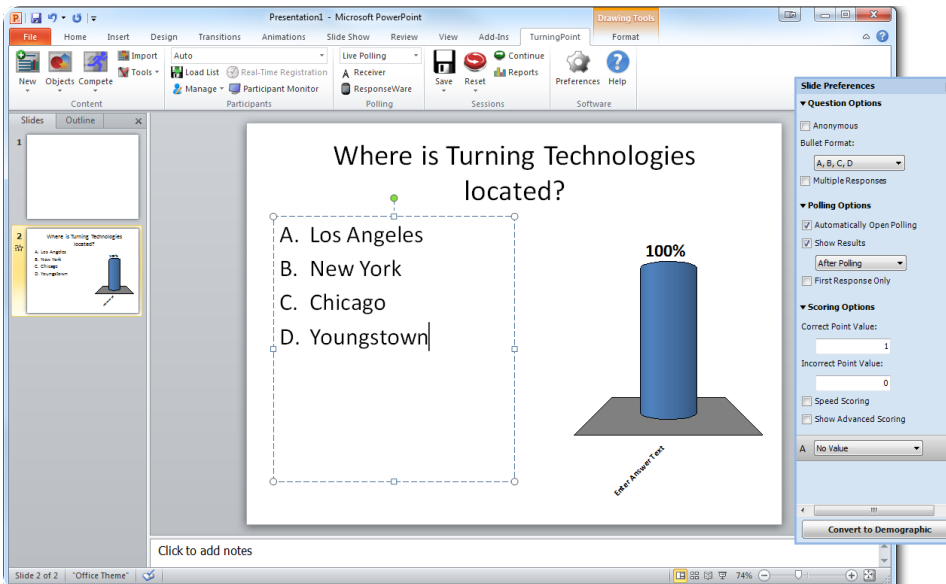
3 Open an existing PowerPoint presentation (if applicable).



4 Click New from the TurningPoint ribbon/toolbar and select Multiple Choice.



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



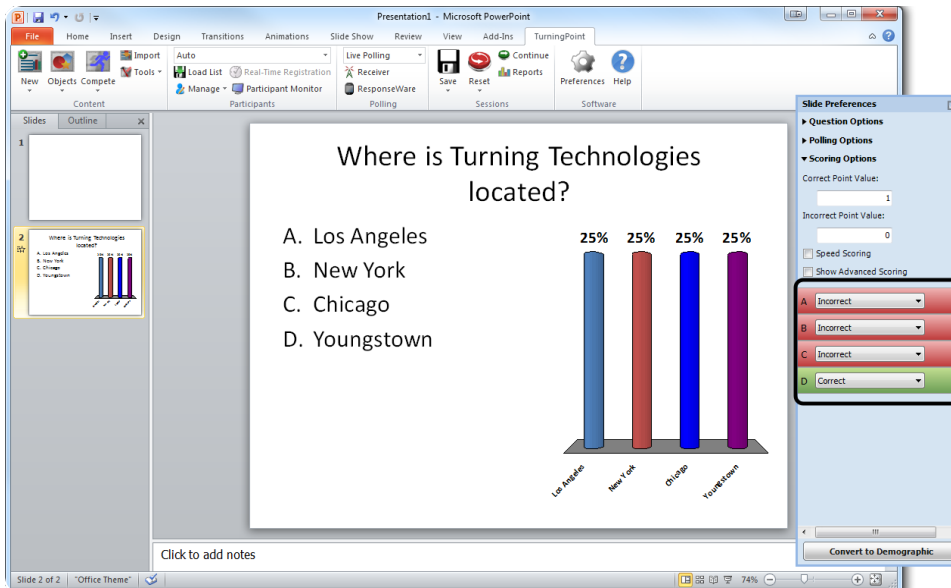
6 Click outside of the answer box.

NOTE

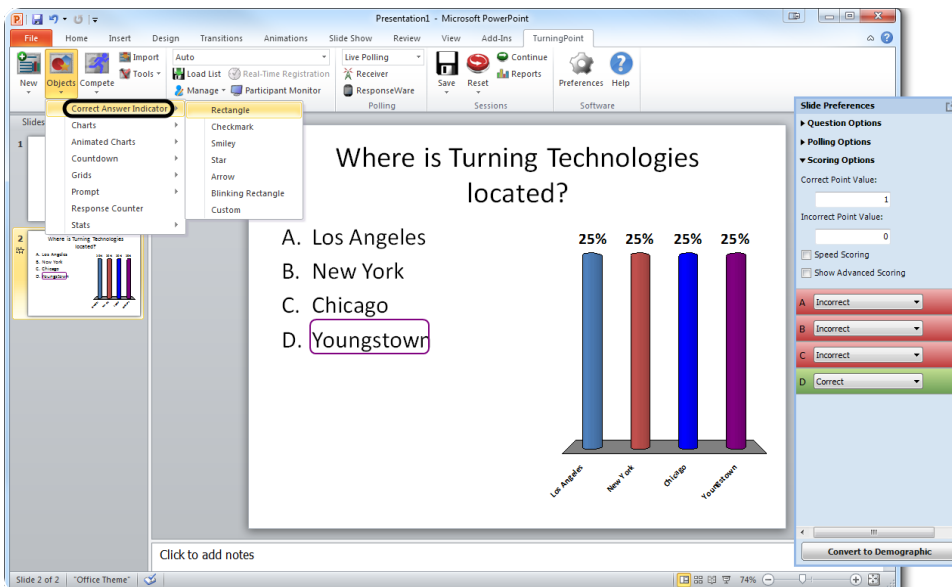
These are the required steps to build a basic slide. Setting correct answers and adding objects to the slides are optional.

Setting Correct Answers and Adding Objects (Optional)

- 1 In the *Slide Preferences Pane*, click to expand **Scoring Options** and select the correct answer from the drop-down menu. Setting a correct answer automatically sets all other answer choices to incorrect.



- 2 Add a Correct Answer Indicator to give participants a visual confirmation of the correct answer after polling has closed.
 - a Click the **Objects** icon from the TurningPoint ribbon/toolbar.
 - b Mouse over **Correct Answer Indicator** and select the indicator of your choice.

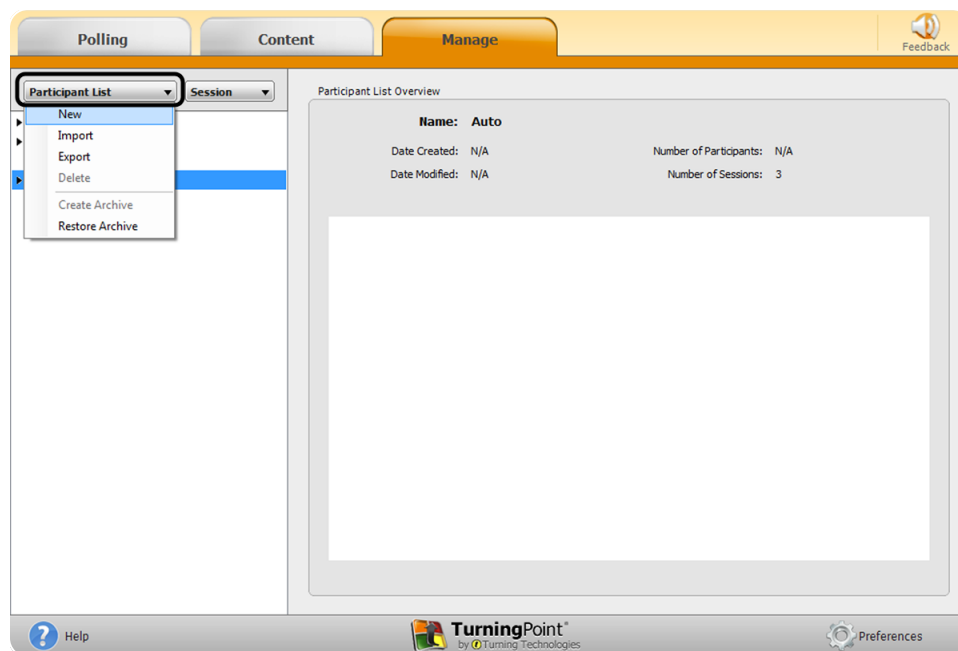


Saving the Presentation

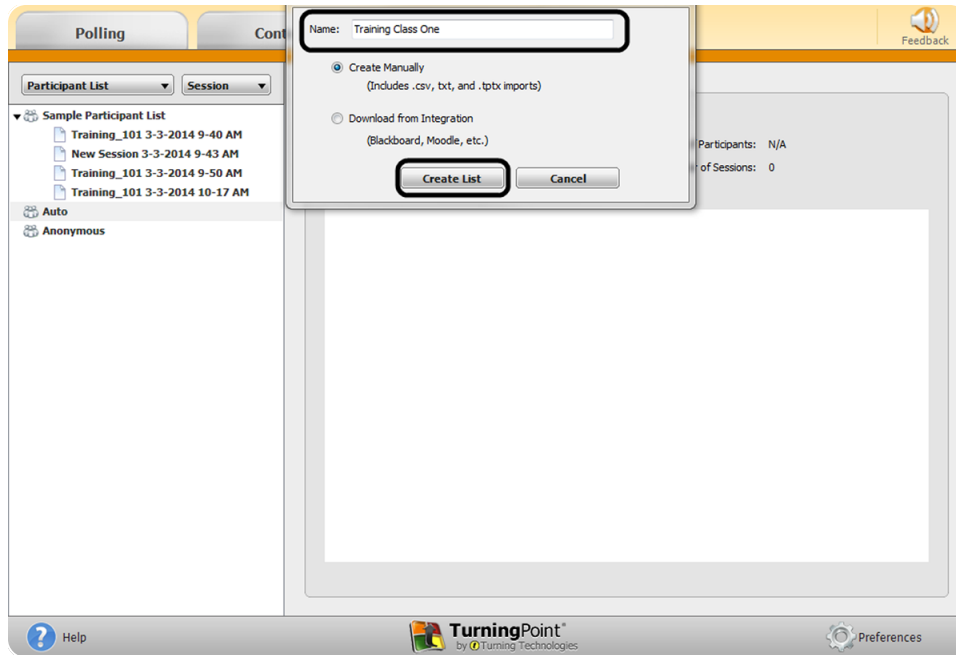
- 1 Once you are done building the entire presentation, save the presentation by clicking **File**, mouse over **Save As** and select **PowerPoint Presentation**.
- 2 Close PowerPoint.
The TurningPoint Dashboard opens.

Creating a Participant List (Optional)

- 1 From the TurningPoint Dashboard, select the **Manage** tab.
- 2 Click the *Participant List* drop-down menu and select **New**.



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

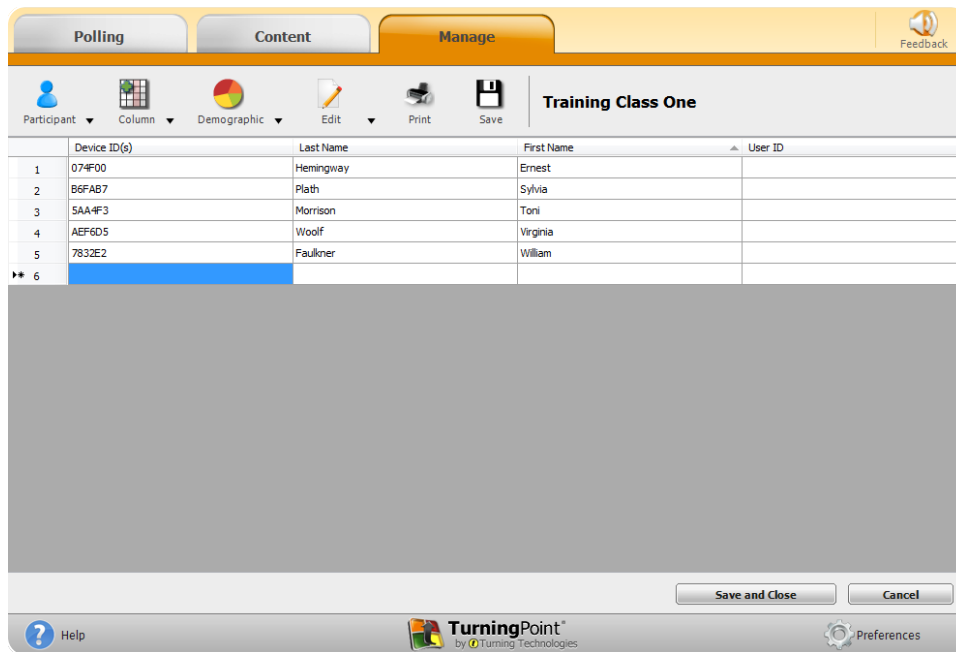


4 Enter the **Device IDs found on the back of the ResponseCards or the ResponseWare IDs. Also, enter **first and last names** and any other relevant information in the appropriate cells.**

TIP
Press **Enter** for additional rows, or **Tab** to move between fields.



The User ID field is optional. A User ID typically refers to a Student ID.



5 Click **Save and Close to save the participant list.**


During Class

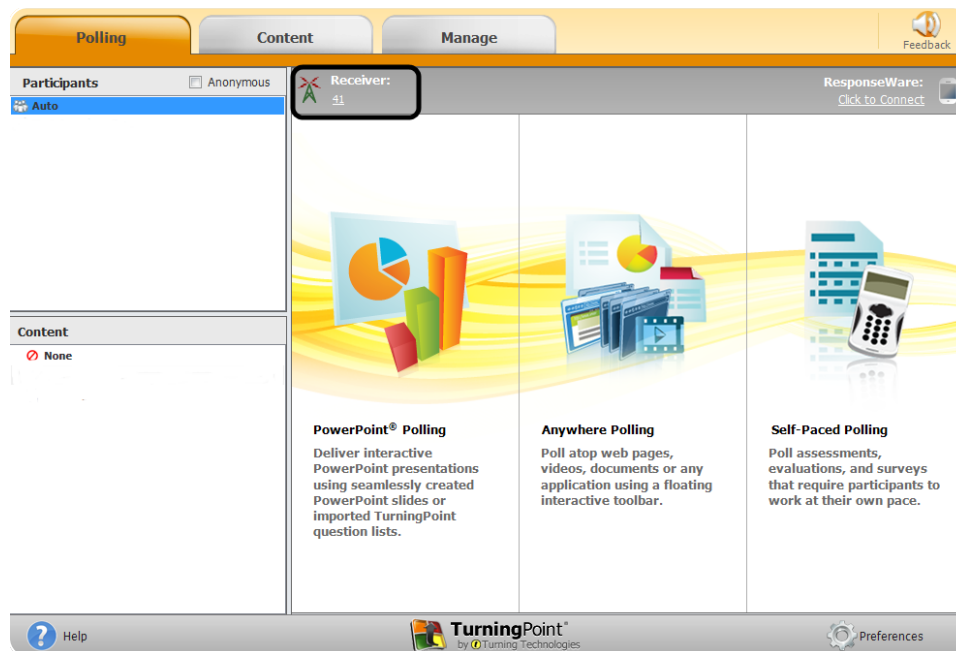
This section covers hardware setup and running a presentation.

Response Connections

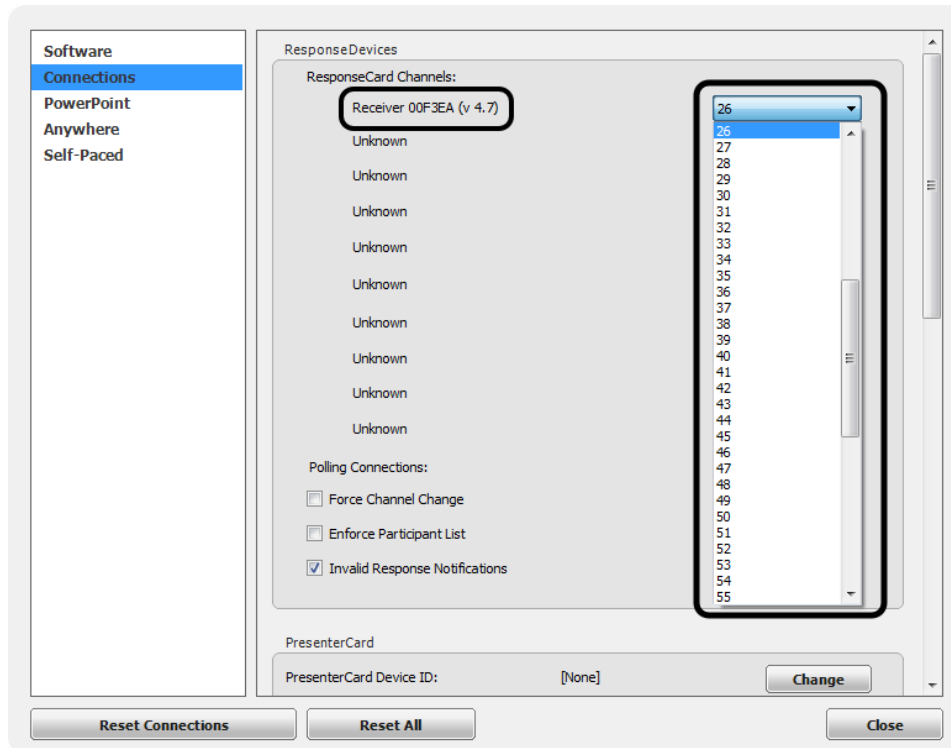
By default the receiver and ResponseCards are set to Channel 41. If you are the only TurningPoint user within a 200ft radius on Channel 41, simply plug in the receiver and begin polling. If another user is on Channel 41, you must use a different channel to avoid interference. ResponseCards must be set to the same channel as the receiver.

Verifying the Receiver Channel

- 1 Plug in the **receiver** .
- 2 Open TurningPoint.
- 3 Select the channel number below **Receiver**.



- Select a new channel (1 - 82 for RF and RF LCD; 1 - 74 for XR, QT and NXT) from the *Receiver* drop-down menu.

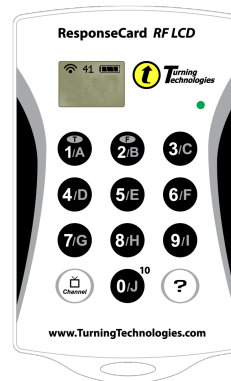


- Click **Close**.

Changing the Channel on ResponseCard RF and RF LCD

- Press the **CH** or **Channel** button.
- Enter the **two-digit** channel number.
- Press **CH** or **Channel** again.

When the ResponseCard receives the new channel, the light will turn **green**.



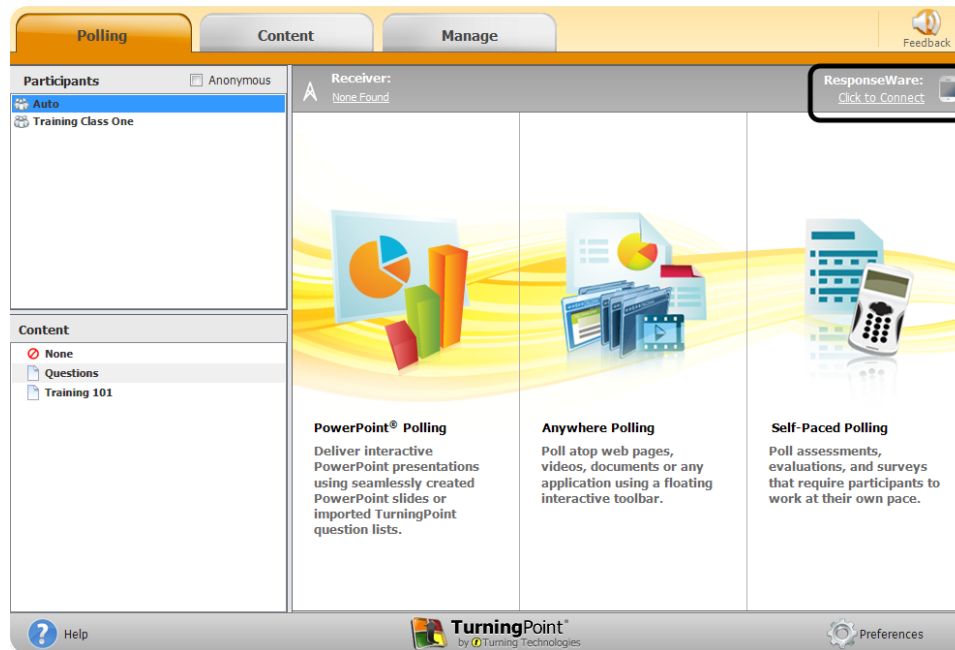
Changing the Channel on ResponseCard NXT and QT Device

- 1 Press the **Channel** button.
- 2 Enter the **two-digit** channel number.
- 3 Press the softkey below **OK**.



Connecting to ResponseWare (if applicable)

- 1 Open TurningPoint.
- 2 Click the **Click to Connect** option below ResponseWare.



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


5 Click **Login**.

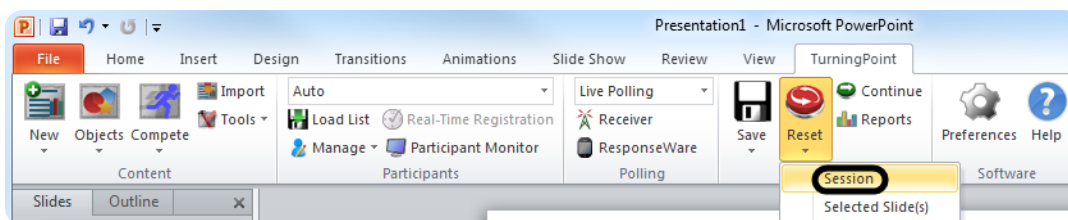
PC Login Window

6 Participants enter the **Session ID** number to log in.

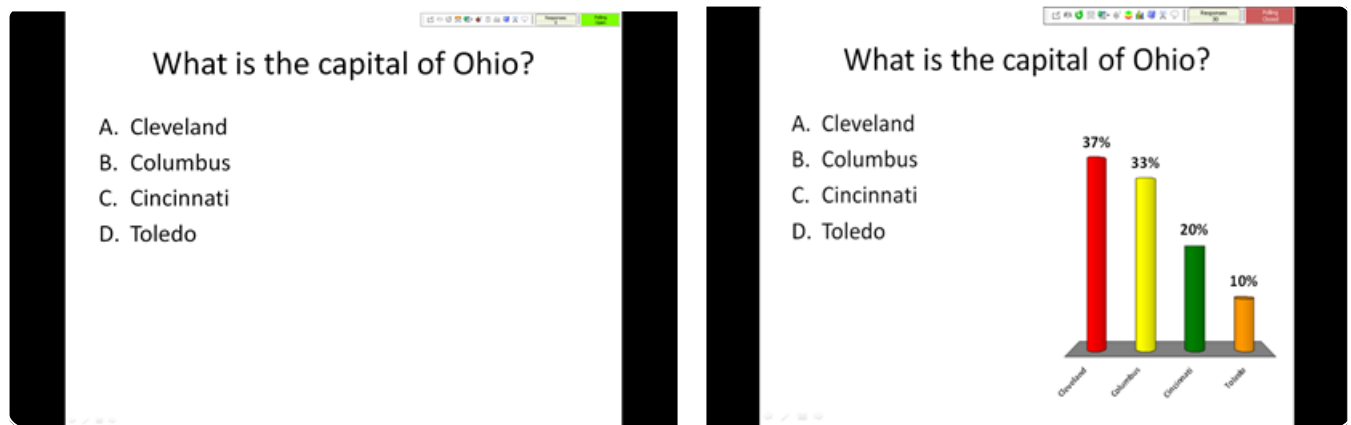
PC Session ID Window

Running the Presentation

- 1 Plug in the receiver .
- 2 Open TurningPoint.
- 3 Verify the 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**.

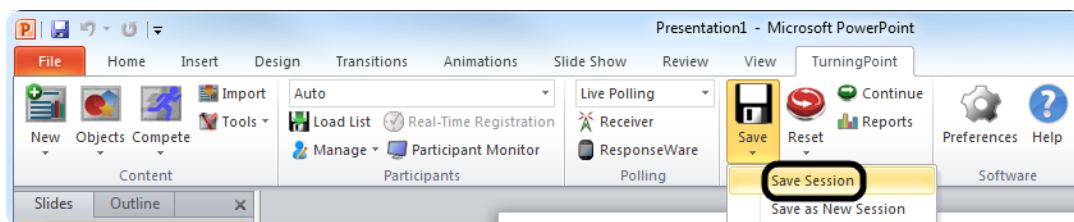


- 8 Start the Slide Show.
- 9 Polling will open automatically on a question slide. Click to close polling and display the results.



Continue advancing through the presentation.

- 10 When finished running the presentation, click **Save** from the TurningPoint toolbar and select **Save Session** (if desired).



After Class

This section covers generating reports after the session is complete.

Generating Reports

- 1 From the TurningPoint Dashboard, select the **Manage** tab.
- 2 Select the **saved session** from the left panel.

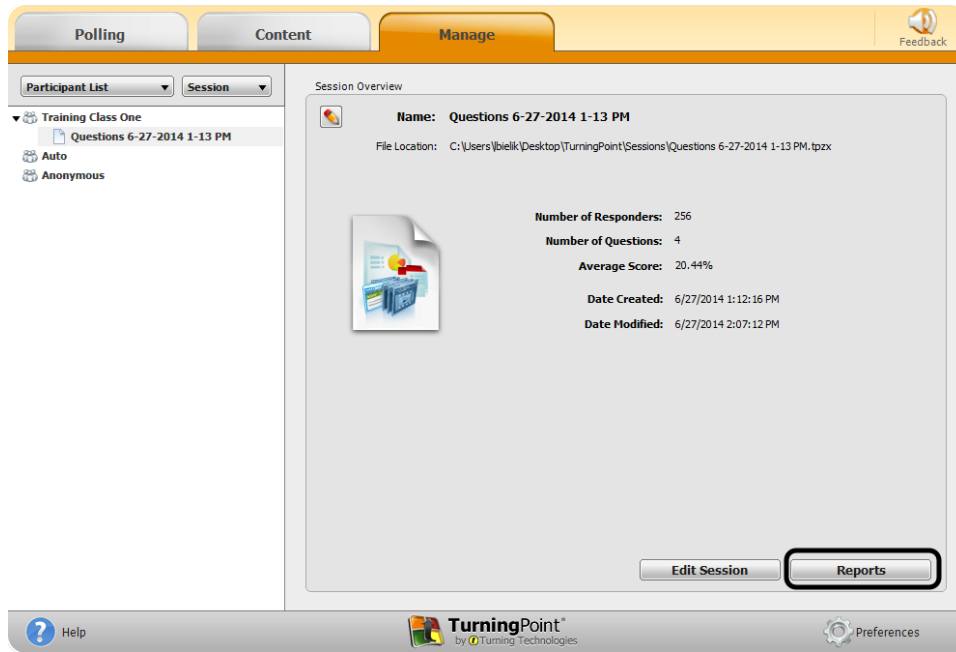
NOTE

Expand the associated participant list to view the session, or if a participant list was not used, locate the session below Auto.

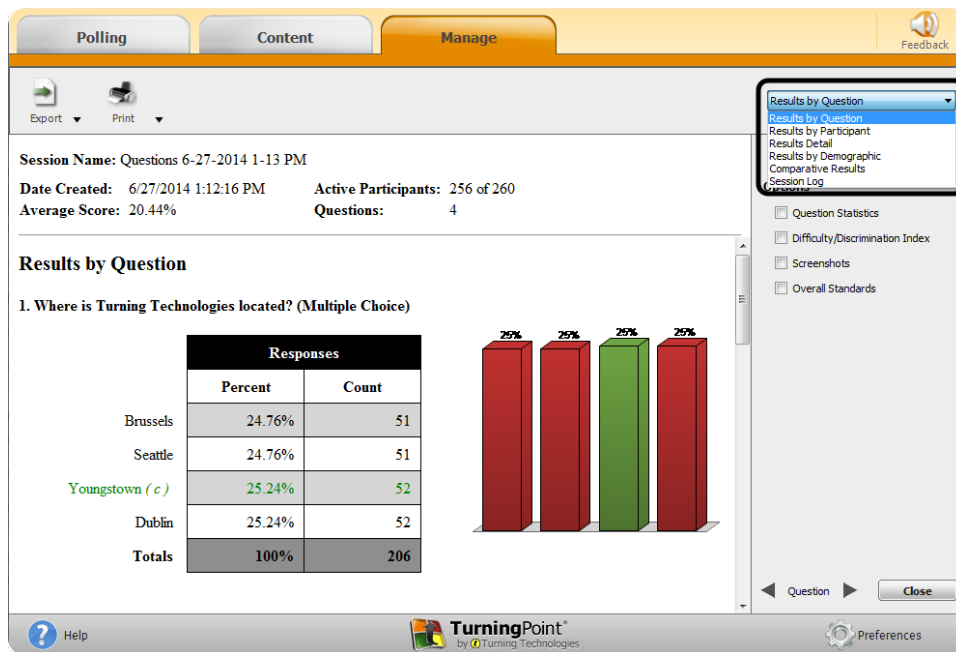
- 3 Click **Reports** in the bottom right corner.

TIP

Double-clicking on a session also opens the report window.



4 Select a report from the drop-down menu.















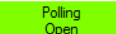
5 Click **Close** when finished.

The PowerPoint Polling Showbar

The showbar appears when a polling slide is displayed during the Slide Show. The showbar is a toolbar that provides icons for polling, monitoring, viewing responses and other polling tools during the slide show. The showbar can be moved if necessary.



Below is a description for each icon on the showbar:

	Minimize Showbar	When the showbar is minimized, the responses, polling status and maximize showbar icons are displayed.
	Toggle Response Count	<i>Toggle Response Count</i> changes the values displayed on each chart. The values can be represented as response counts or percentage of votes.
	Repoll Question	<i>Repoll Question</i> clears the responses and accepts new responses from the participants for the current question. Both the original responses and the new responses are stored in the session file.
	Show/Hide Response Grid	The <i>Show/Hide Response Grid</i> toggles the display of a response grid on the screen to indicate which participants have responded. The visual display and contents of the response grid are controlled in the PowerPoint preferences.
	Insert New Question	Select a slide type from the drop-down menu to be inserted into the presentation.
	Set Anonymous	Makes the current slide anonymous. Participant information will not be associated with the results.
	Data Slice	<i>Data Slice</i> allows the chart to display only the section of responses that correlate to chosen responses from previous slides.
	View Original Chart	Use this command after using the <i>Toggle Response Count</i> or <i>Data Slice</i> commands to return the chart to its original appearance.
	Display Participant Monitor	<i>Display Participant Monitor</i> opens the participant monitor.
	Show/Hide Connection Info	<i>Show/Hide Connection Info</i> displays the ResponseCard channel number. The ResponseWare logon information is also displayed if applicable.
	Display Messaging Window	<i>Display Messaging Window</i> opens the feedback monitor.
	Responses	<i>Responses</i> displays the number of participants that have responded to the current question.
	Polling Status	<i>Polling Status</i> displays the current polling status.