

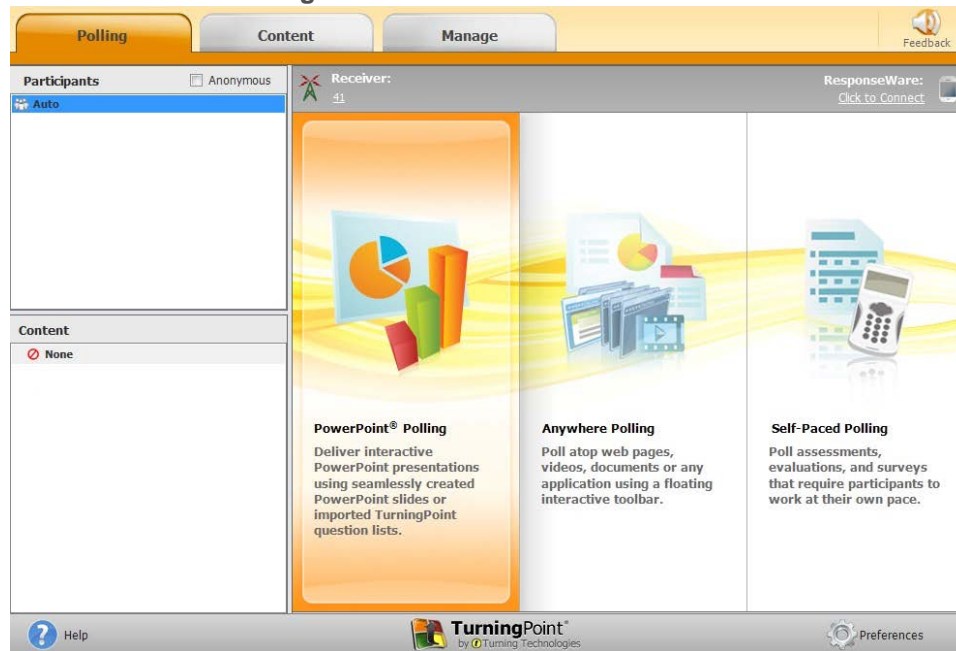
TurningPoint 5

Before Class

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

Creating the Presentation

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

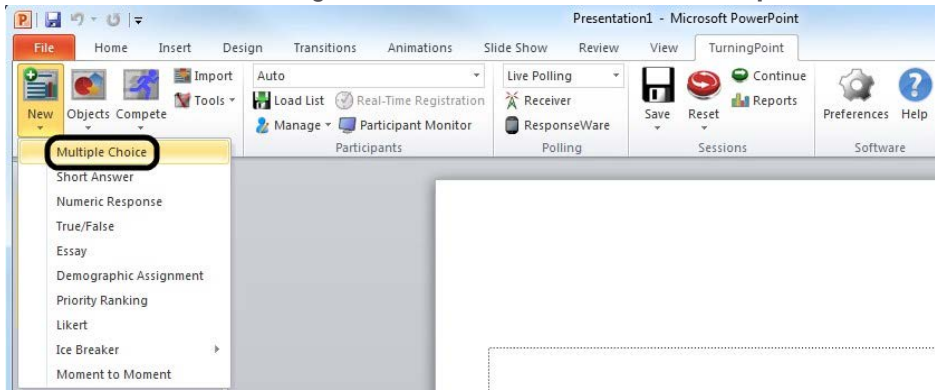


PowerPoint opens with the TurningPoint ribbon/toolbar.

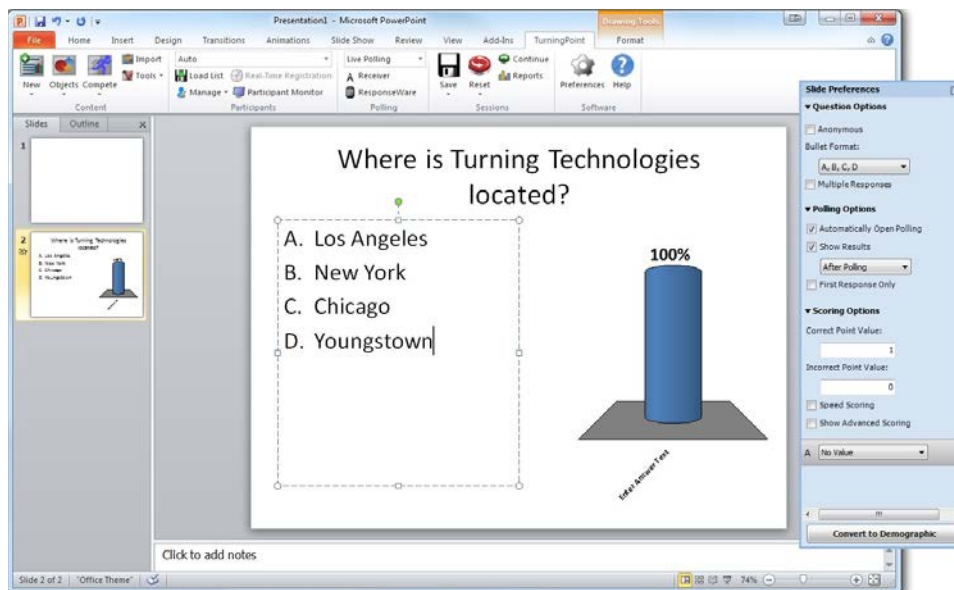
- 3 Open an existing **PowerPoint presentation** (if applicable).



- 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.

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.

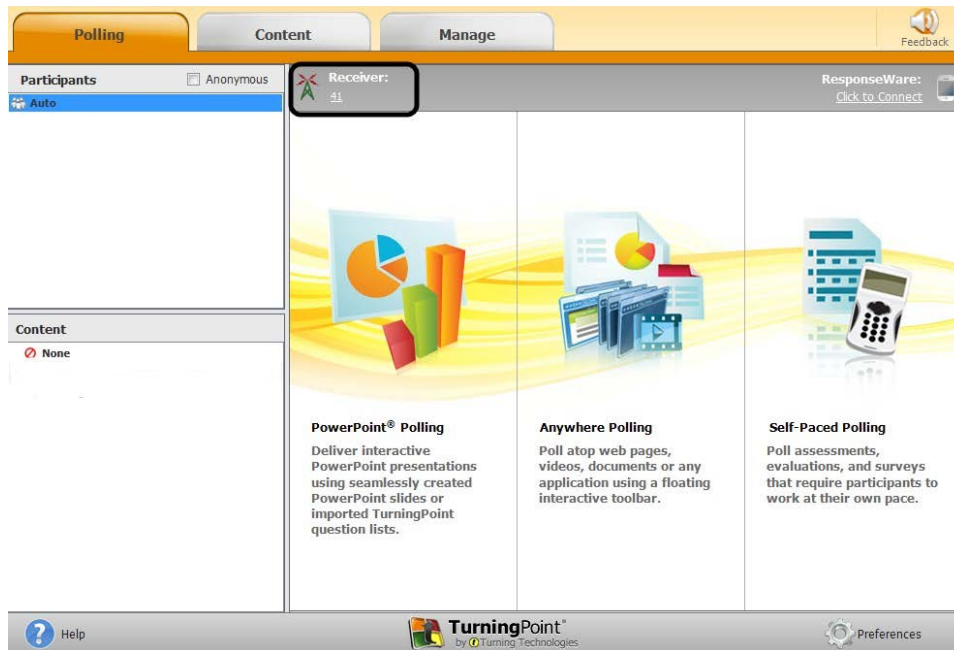
During Class

This section covers hardware setup and running a presentation.

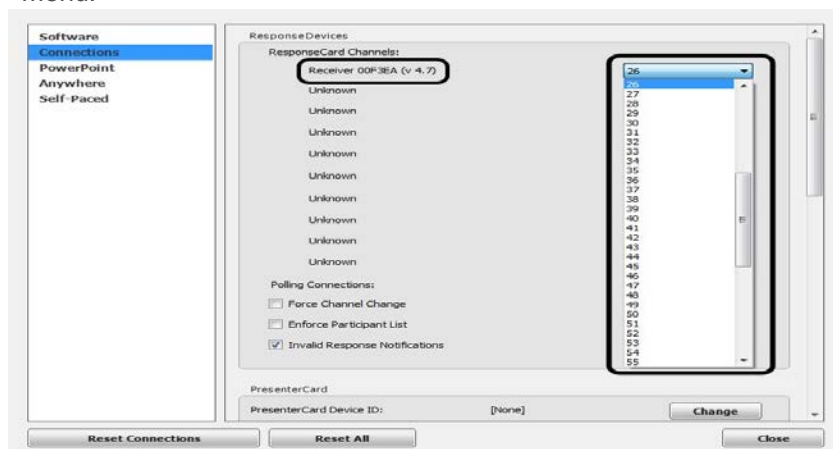
Response Connections

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.

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



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



5. Click **Close**.

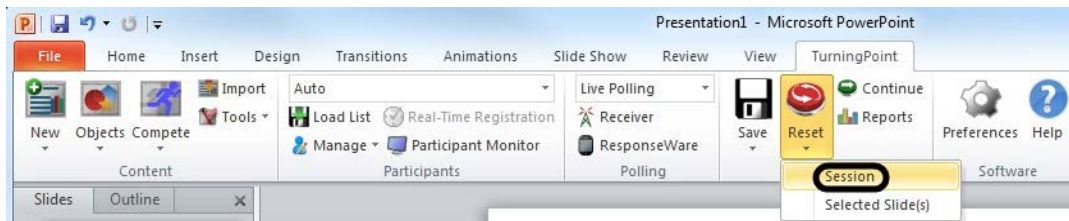
Changing the Channel on ResponseCard

1. Click Go
2. Enter the desired Channel
3. Click Go



Running the Presentation

- 1 Plug in receiver
- 2 Open TurningPoint
- 3 Verify the connection (receiver).
- 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.

What is the capital of Ohio?

A. Cleveland
B. Columbus
C. Cincinnati
D. Toledo

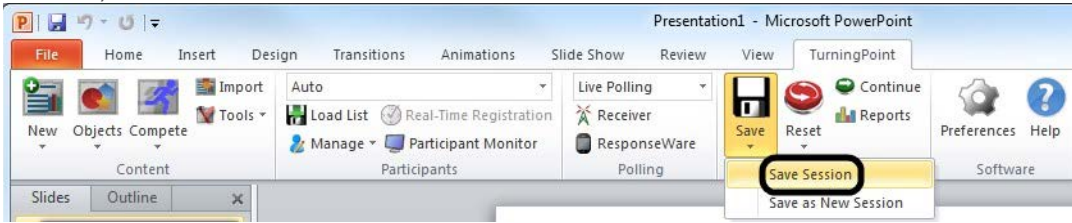
What is the capital of Ohio?

A. Cleveland
B. Columbus
C. Cincinnati
D. Toledo

Option	Percentage
Cleveland	37%
Columbus	33%
Cincinnati	20%
Toledo	10%

Continue advancing through the presentation.

- 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

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

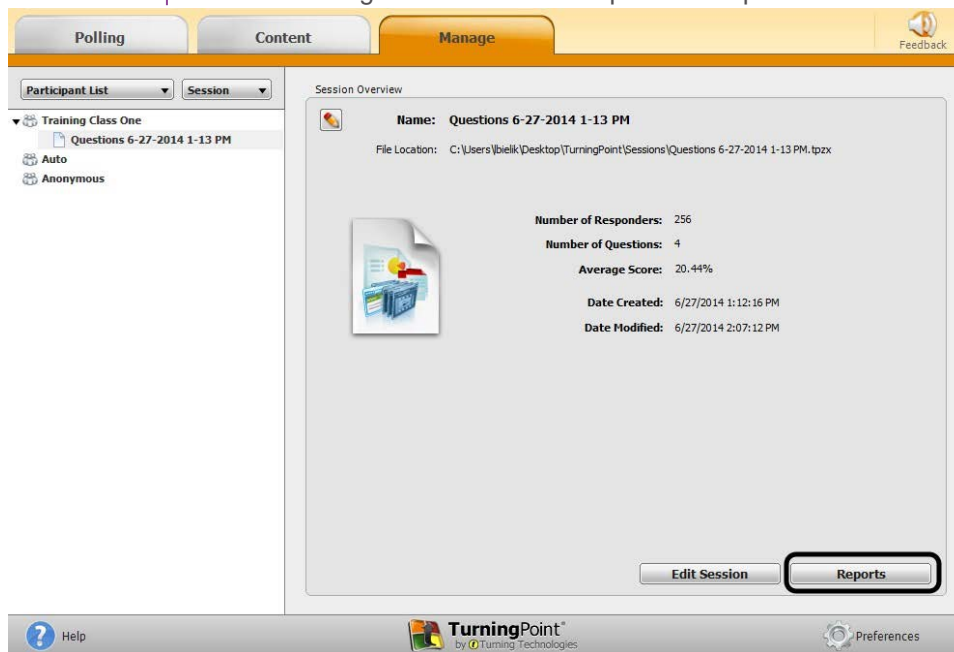
NOTE

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

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

TIP

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



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

Session Name: Questions 6-27-2014 1-13 PM
 Date Created: 6/27/2014 1:12:16 PM Active Participants: 256 of 260
 Average Score: 20.44% Questions: 4

Results by Question

1. Where is Turning Technologies located? (Multiple Choice)

	Responses	
	Percent	Count
Brussels	24.76%	51
Seattle	24.76%	51
Youngstown (c)	25.24%	52
Dublin	25.24%	52
Totals	100%	206

Bar chart showing percentages for each option: Brussels (25%), Seattle (25%), Youngstown (c) (25%), and Dublin (25%).

- 5 Click **Close** when finished.

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**.