TURNINGPOINT 5: STEPS TO SUCCESSFULLY RUN POWERPOINT POLLING FOR MAC

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 Start the Slide Show from the TurningPoint toolbar.

9 Save Session.

10 Generate Reports (optional).

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POWERPOINT POLLING FOR MAC

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 Drag and drop the file into the Applications folder.
    b Create a shortcut by dragging the icon from the Applications folder to the Dock.
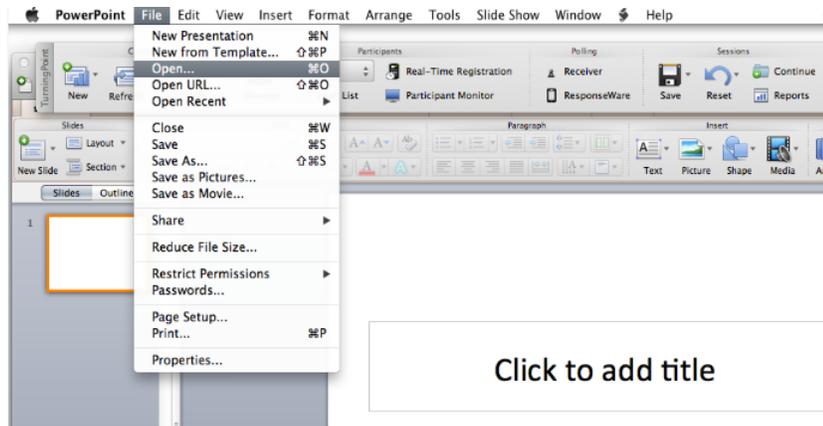   **c** Click the TurningPoint icon.

CREATING THE PRESENTATION

1   Open TurningPoint.

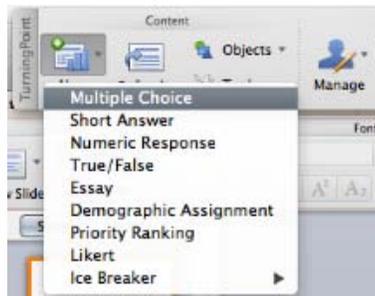**2**   Select **PowerPoint Polling**.
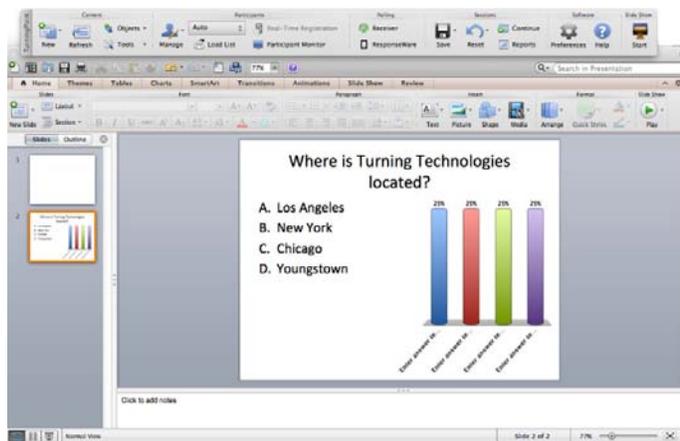

PowerPoint opens with the TurningPoint toolbar.

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

4   Click **New** from the **TurningPoint 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 and click the Refresh button. *The Refresh button must be clicked anytime an edit is made to a slide.*

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

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*SETTING CORRECT ANSWERS AND ADDING OBJECTS (OPTIONAL)*

1 Click to expand *Scoring Option*s and select **Correct** from the drop-down menu of the correct answer choice in the Slide Preferences.
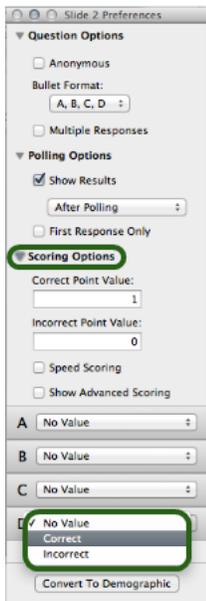

NOTE

When editing a slide, or a slide's preferences, verify that the Slide Preferences pane reflects the appropriate slide number. If it does not, verify that the appropriate slide is selected and click once on the Slide Preferences pane.

2 Add a Correct Answer Indicator and Countdown Timer from the **Objects** button on the TurningPoint toolbar.
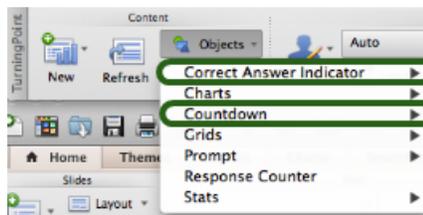
- A Correct Answer Indicator gives participants a visual confirmation of the correct answer once polling closes.

- A Countdown Timer is a visual indicator of how long participants have to answer the question before polling closes.
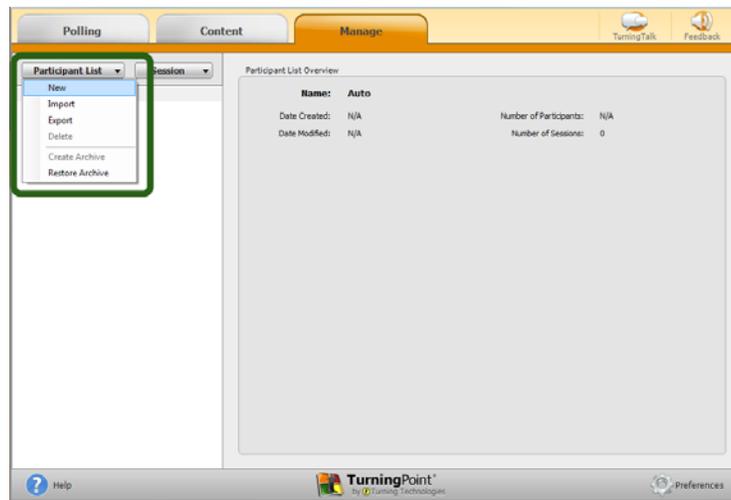
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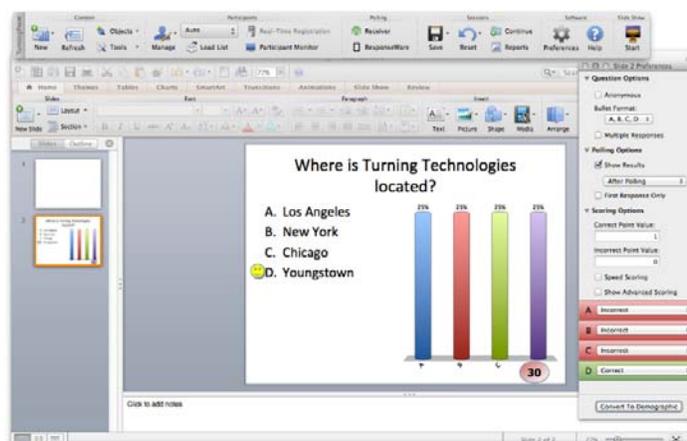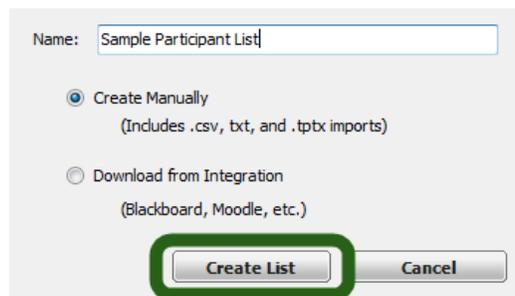
SAVING THE PRESENTATION

1   To save the presentation, click **File**, mouse over **Save As** and select **PowerPoint Presentation** (.pptx) as the file format.

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**.

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.

> ### TIP
> For information on how to create a participant list from an integration, contact the training department at training@turningtechnologies.com.

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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

CHANGING THE RECEIVER CHANNEL

When a receiver is in use within 200 feet of another user, each receiver must be set to its own 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.
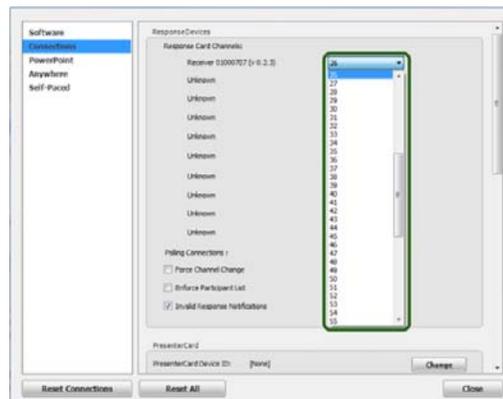
5 Click Test. (Optional)
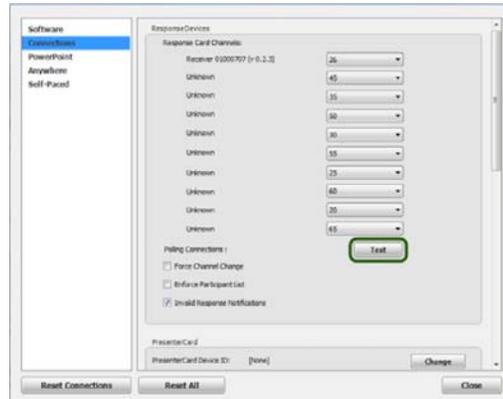
6 Press 1/A on the ResponseCard. A response indicates that the receiver and ResponseCards are communicating properly.

CHANGING THE CHANNEL ON THE RESPONSECARD RF AND RF LCD

The ResponseCards need to be set to the same channel as the receiver when polling.

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 THE RESPONSECARD NXT

The ResponseCards need to be set to the same channel as the receiver when polling.

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 Connection** option below ResponseWare.

3 Enter your Username and Password.

4 Choose to **Allow Guests** or **Require Login**.

- **Allow Guests** - Participants can attend your session without logging in.

- **Require Login** - Participants must log in to participant in your session.

5 Click **Login**.
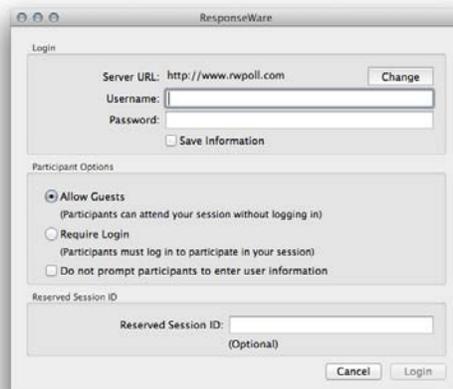
6 Participants enter the **Session ID** to log in.
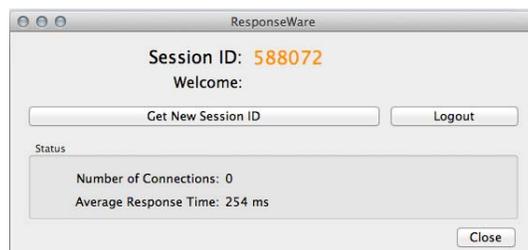
During the Presentation

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 from the TurningPoint toolbar.

9   Click Start to open polling.

10 Click Stop to close polling.

Press the spacebar, enter/return key or down arrow to advance the slide. If using a mouse, a mouse click also advances the slide. Alternatively, a PresenterCard may be used to advance slides and control polling.

11 Continue until the Slide Show is finished.

After the Presentation

GENERATING REPORTS

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

2   Select the **saved session** from the left panel.

> **NOTE**
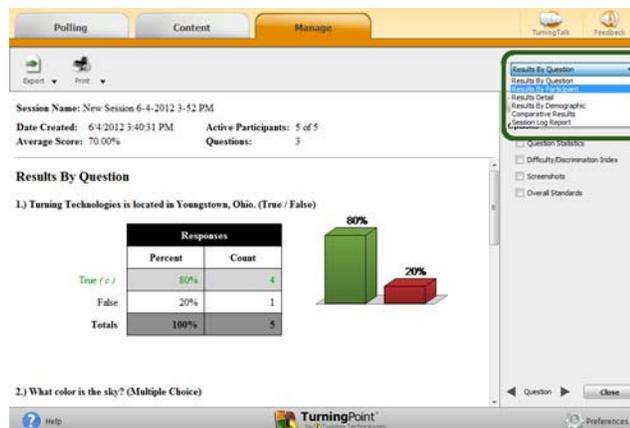> Expand the associated participant list to view the session, or if a participant list was not used, locate the session under Auto.

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3 Click **Reports** in the bottom right corner.
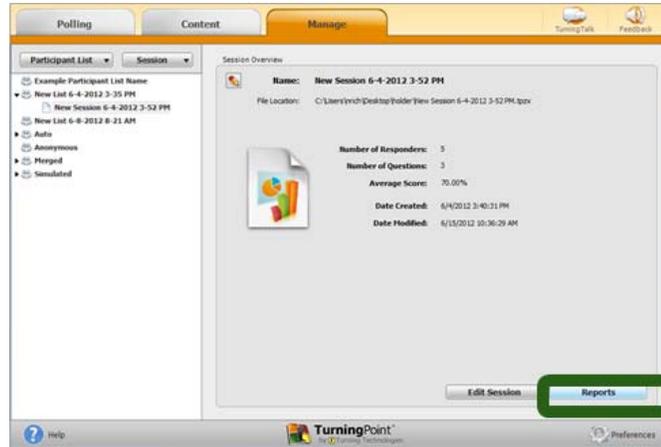
> **TIP**
> Double-clicking the session name will also open the reports window.

4 Select the **report type** from the drop-down menu.

5 Click **Close** when finished.