



# TURNINGPOINT 5: STEPS TO SUCCESSFULLY RUN POWERPOINT POLLING FOR PC

- 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 Run Presentation.
- 9 Save Session.
- 10 Generate Reports (optional).



# POWERPOINT POLLING

## Before Class

### DOWNLOADING THE SOFTWARE

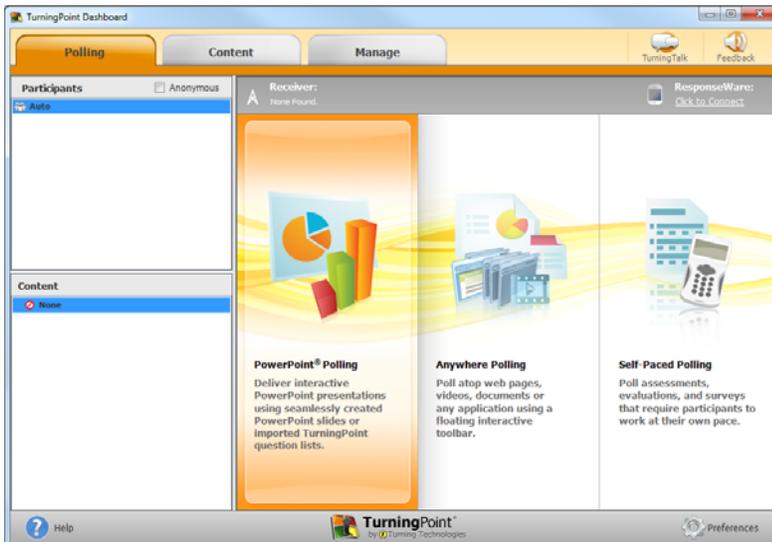
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- 1 Visit [www.turningtechnologies.com/downloads](http://www.turningtechnologies.com/downloads) to download TurningPoint.  
Choose the install version or the no install version of the software.
- 2 Opening the no install version of the software:
  - 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

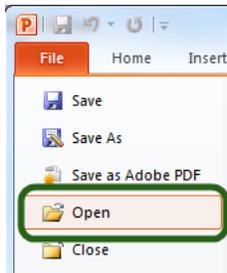
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- 1 Open **TurningPoint**. 
- 2 Select **PowerPoint Polling**.

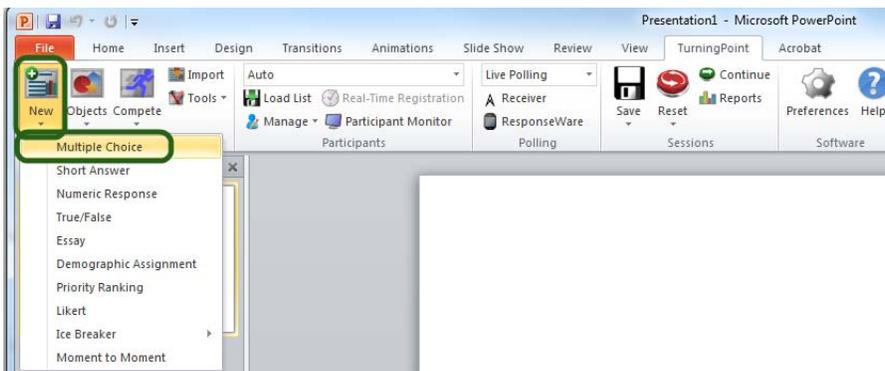


PowerPoint opens with the TurningPoint toolbar.

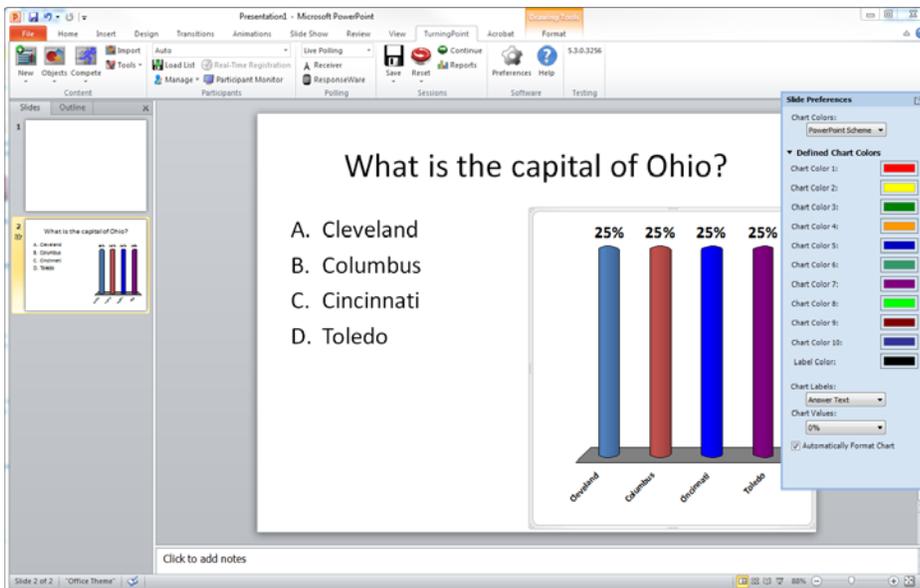
- 3 Open an existing PowerPoint presentation (if applicable).



- 4 Click New from the TurningPoint toolbar and select **Multiple Choice**.



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



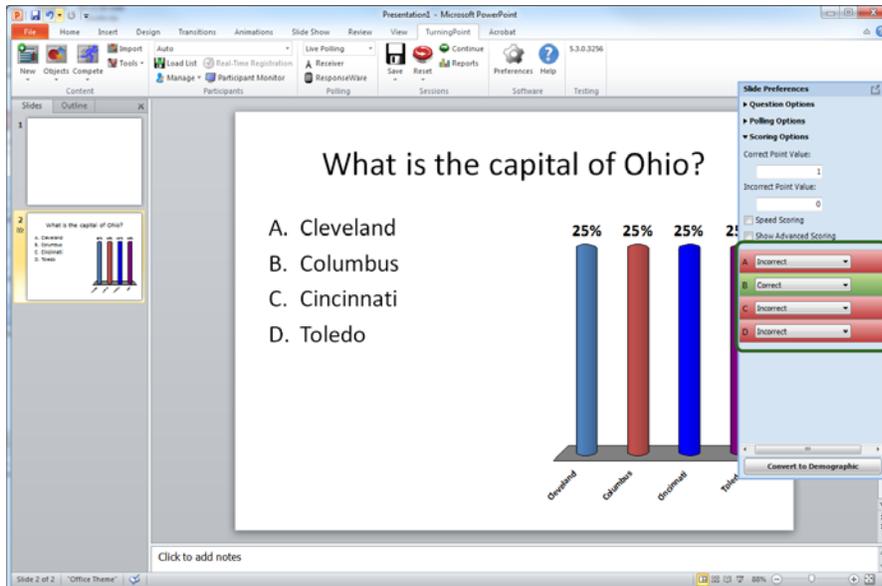
- 6 Click outside of the answer box.

### NOTE

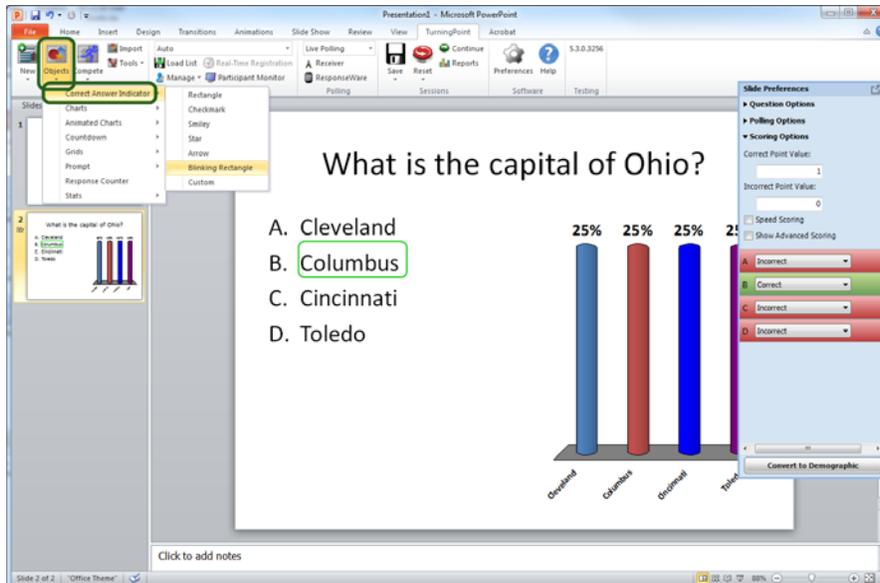
These are the required steps to build a basic slide. Setting correct answers and adding objects to the slides are optional.

## SETTING CORRECT ANSWERS AND ADDING OBJECTS (OPTIONAL)

- 1 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.



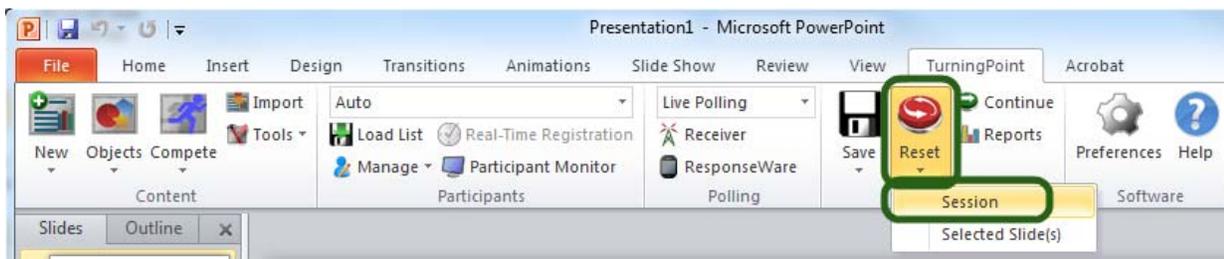
- The Correct Answer Indicator will give participants a visual confirmation of the correct answer once polling closes.
- The Countdown Timer will give a visual indicator of how long participants have to answer the question before polling closes.

## SAVING THE PRESENTATION

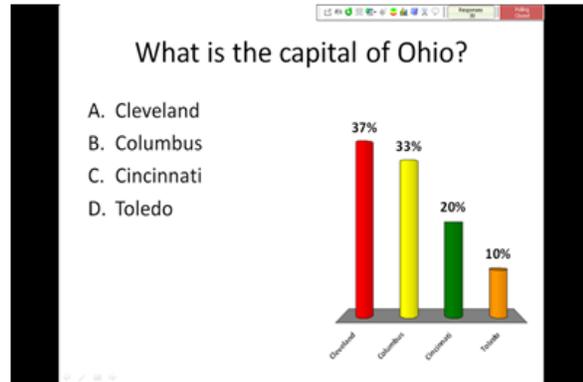
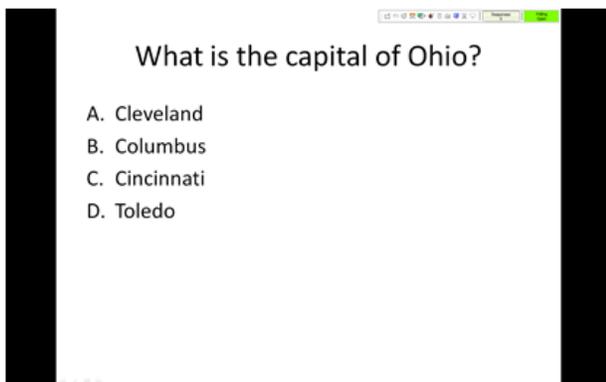
- 1 Once you are done building the entire presentation, save the presentation by clicking the Office button in the top left-hand corner, mouse over **Save As** and select **PowerPoint Presentation**.

### During Class

- 1 Plug in the receiver. 
- 2 Open **TurningPoint**. 
- 3 Verify Connection (receiver and/or ResponseWare).
- 4 Click **PowerPoint Polling**.
- 5 Open the **presentation**.
- 6 Click **Reset** and select **Session**.

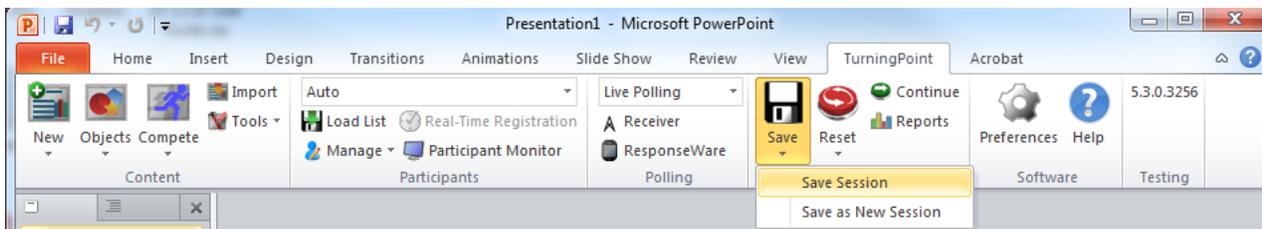


- 7 Start the Slide Show.
- 8 Polling will open automatically on a question slide, if using a countdown timer your first advance will start the timer. Click to close the polling and display the results.



Continue advancing through the presentation.

- 9 When finished running the presentation, click **Save** and select **Save Session** after collecting data if desired.



## After Class

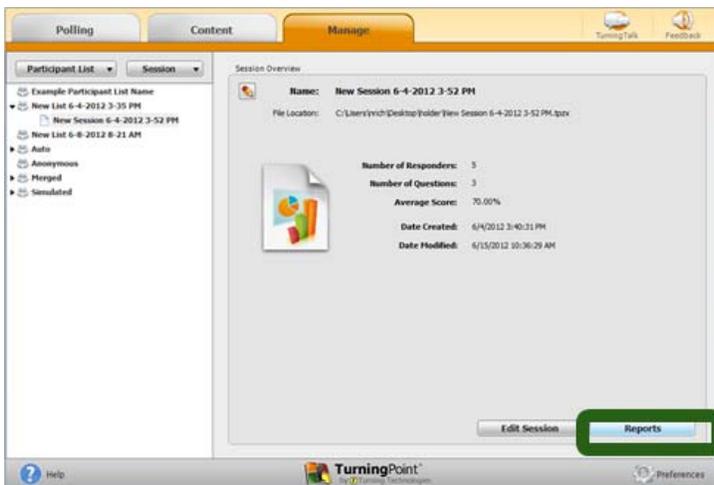
### GENERATING REPORTS

- 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 (✓)	80%	4
False	20%	1
<b>Totals</b>	<b>100%</b>	<b>5</b>

2.) What color is the sky? (Multiple Choice)

- 5 Click **Close** when finished.

## Miscellaneous

### CREATING A PARTICIPANT LIST

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

Participant List Overview

**Name:** Auto

Date Created: N/A Number of Participants: N/A  
 Date Modified: N/A Number of Sessions: 4

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

Name:

Create Manually  
(Includes .csv, txt, and .tptx imports)

Download from Integration  
(Blackboard, Moodle, etc.)

- 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**.

Device ID(s)	Last Name	First Name	User ID
1 1274129	Lee	Brock	blee
2 124523	Lee	Brock	blee
3 79200	Mass	Chris	cmass
4 AC0987	Rhodes	Dusty	dhrhodes
5 FAB00	Vader	Ella	evader
6 98121	Taloty	Fay	ftaloty
7 AC0987	Poolle	Gene	gpoolle
8 234115A	Voore	Herbe	hvoore
9 SEC29	Firstplace	Indy	ifirstplace
10	Walker	Jay	jawalker
11	Nalin	Kay	knalin
12	Warm	Luke	lwarm
13	Kinn	Manny	mkinn
14	Lott	Noah	nlott
15	Craf	Otto	ograf

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

## Response Connections

### VERIFYING THE RECEIVER CHANNEL

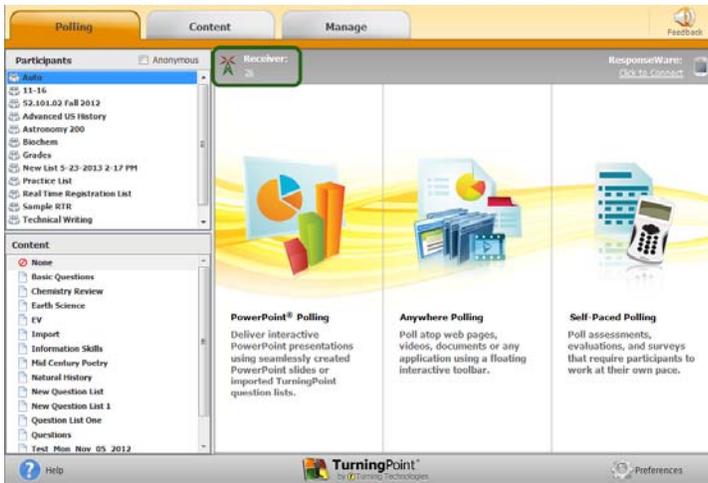
- 1 Plug in the receiver.



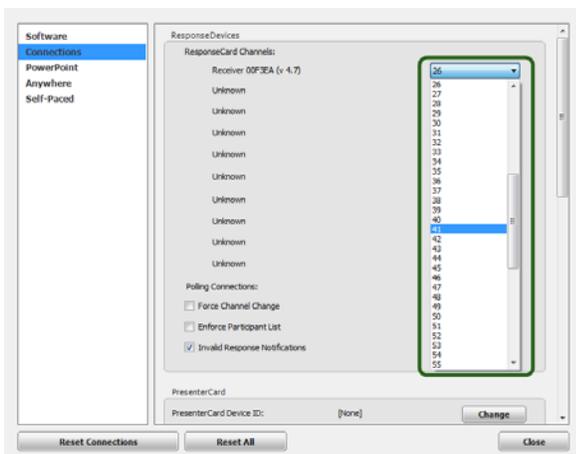
- 2 Open **TurningPoint**.



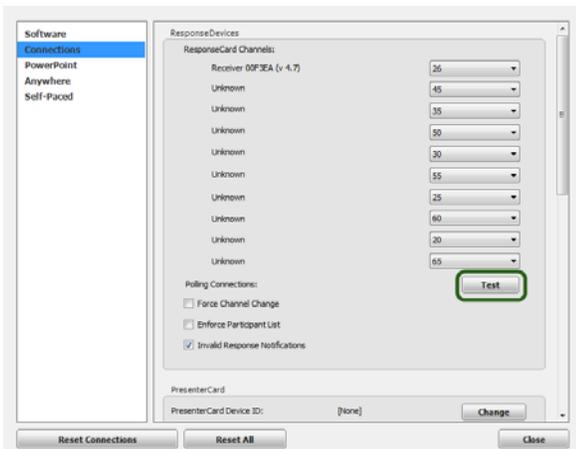
3 Click the receiver channel.



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 the 'Login' dialog box. It has a 'Server URL' field with the value 'http://www.nepoll.com' and a 'Change' button. Below that is a 'Username' field with the value 'training@turningtechnologies.com'. The 'Password' field is masked with dots. There is a 'Save information' checkbox which is checked. Below that is a checkbox for 'I connect to the internet through a proxy server' with a 'Settings' button. The 'Participant Options' section has two radio buttons: 'Allow Guests' (selected) and 'Require Login'. The 'Reserved Session ID' section has a text field for 'Reserved Session ID' with '(Optional)' next to it. At the bottom, there are 'Login' and 'Cancel' buttons. The 'Login' button is highlighted with a green box.

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



### The PowerPoint Polling Showbar

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



The following table provides a description for each button on the showbar:

**Minimize Showbar**



When the showbar is minimized, the responses, polling status and maximize showbar button is displayed.



**Toggle Response Count**



Toggle Response Count changes the values displayed on each chart. The values can be represented as response counts or percentage of votes.

**Repoll Question**



Repoll Question clears the responses and accepts new responses from the participants for the currently displayed question. Both the original responses and the new responses are stored in the session file.

**Show/Hide Response Grid**



The Show/Hide Response Grid 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**

Data Slice 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 Toggle Response Count or Data Slice commands to return the chart to its original appearance.

**Display Participant Monitor**

Display Participant Monitor opens the participant monitor.

**Show/Hide Connection Info**

Show/Hide Connection Info displays the ResponseCard channel number. The ResponseWare logon information is also displayed if applicable.

**Display Messaging Window**

Display Messaging Window opens the feedback monitor.

**Responses**

Responses displays the number of participants that have responded to the current question.

**Polling Status**

Polling Status displays the current polling status.