

PowerPoint Polling For PC

IMPORTANT

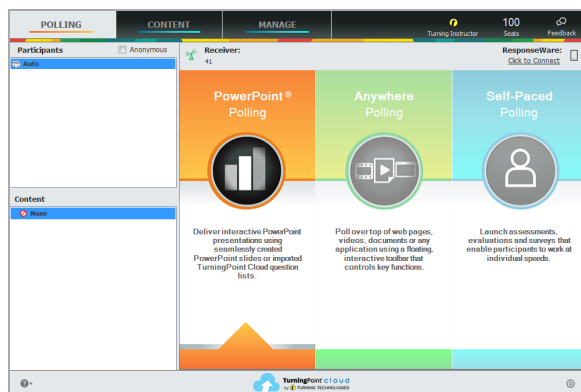
Before using TurningPoint Cloud, you must have a Turning Account. For information on creating a Turning Account, downloading the TurningPoint Cloud software and creating participant lists, please refer to <http://help.turningtechnologies.com/TurningAccount/Content/TA/About.htm>.

Before Class

This section covers creating polling slides in the PowerPoint Polling environment.

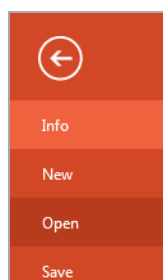
Creating the Presentation

- 1 Open TurningPoint Cloud and sign in to your Turning Account.
- 2 Click **PowerPoint Polling**.

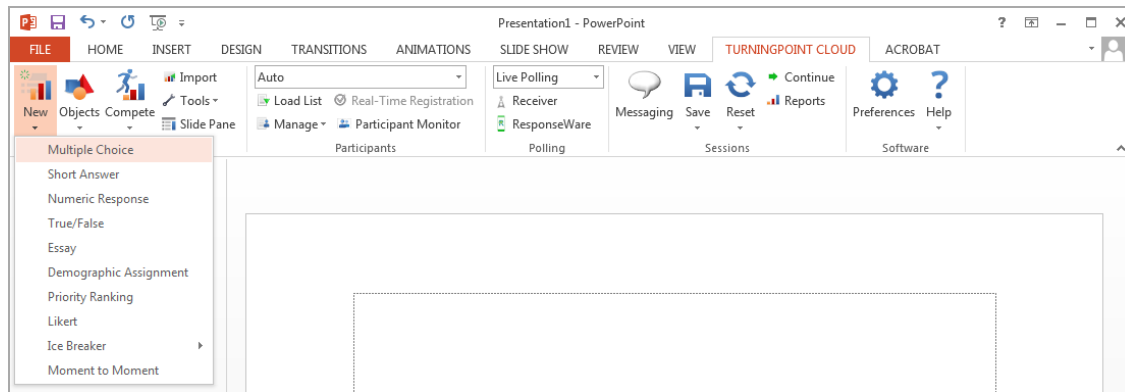


PowerPoint opens with the TurningPoint Cloud ribbon.

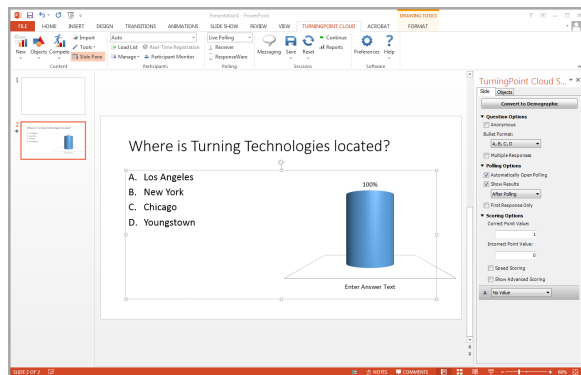
- 3 Open a new or existing **PowerPoint presentation**.



- Click **New** from the TurningPoint Cloud ribbon and select **Multiple Choice**.



- Type the **question** and up to **10 possible answer choices**.



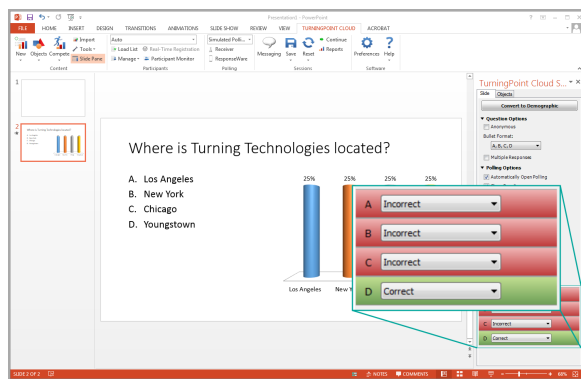
- Click outside of the answer box.

NOTE

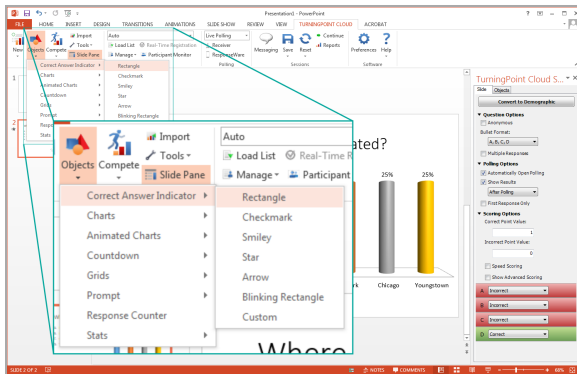
These are the required steps to build a basic slide. Setting correct answers and adding objects to the slides are optional.

Setting Correct Answers and Adding Objects (Optional)

- 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 Cloud ribbon.
 - 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 save your PowerPoint presentation.
- 2 Close PowerPoint.
The TurningPoint Cloud Dashboard opens.

During Class

This section covers setting up response devices and running a presentation.

Response Connections

By default the receiver and ResponseCards are set to Channel 41. If you are the only TurningPoint Cloud 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.

Connecting to ResponseWare (if applicable)

ResponseWare must be enabled for participants to use ResponseWare as a response device.

- 1 Open TurningPoint Cloud and sign in to your Turning Account.
- 2 Click **Click to Connect** in the upper right corner of the TurningPoint Dashboard.

The *ResponseWare Session* window opens.

Optionally, click **Session Options** to configure participant settings. The *Session Options* window opens. Adjust the session options as necessary and click **Save**.

NOTE

Saved changes made in *Session Options* will remain the same for all future sessions until manually changed. Click **Restore Defaults** to revert all options back to their original state.

- 3 Click **Start Session**.

The *ResponseWare Session Status* window opens.


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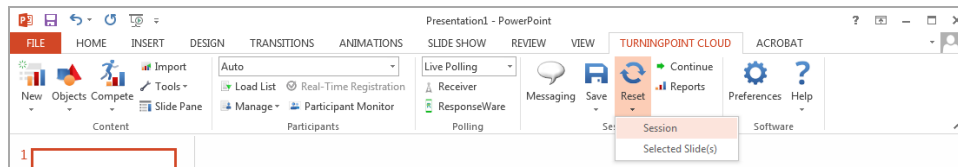
The *ResponseWare Session ID* is communicated to your participants.

- 4 Click **Close** to return the TurningPoint Dashboard.

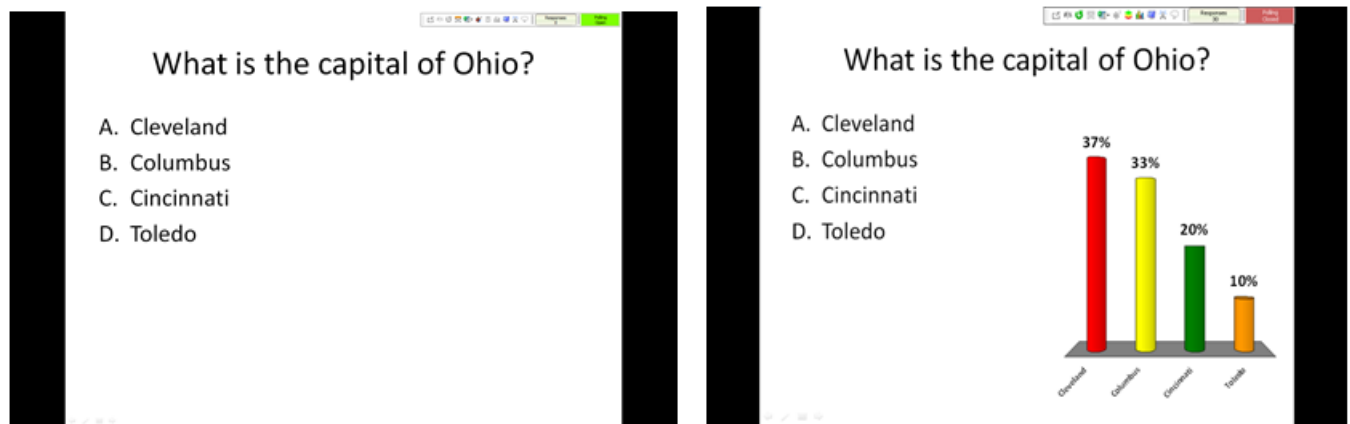
The ResponseWare Session Status window does not need to be open for ResponseWare to be enabled. ResponseWare will remain enabled until TurningPoint Cloud is closed or until End Session is selected from the ResponseWare Session Status window.

Running the Presentation

- 1 Plug in the **receiver**  (if using clickers).
- 2 Open TurningPoint Cloud and sign in to your Turning Account.
- 3 Verify the connection (receiver and/or ResponseWare).
See **Connecting to ResponseWare (if applicable)** on page 4.
- 4 Select a participant list (optional).
- 5 Click **PowerPoint Polling**.
- 6 Open the **presentation**.
- 7 Click **Reset** and select **Session**.

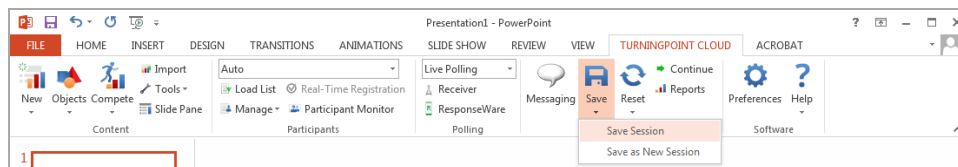


- 8 Start the Slide Show.
- 9 Polling will open automatically on a question slide. Click to close polling and display the results.



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

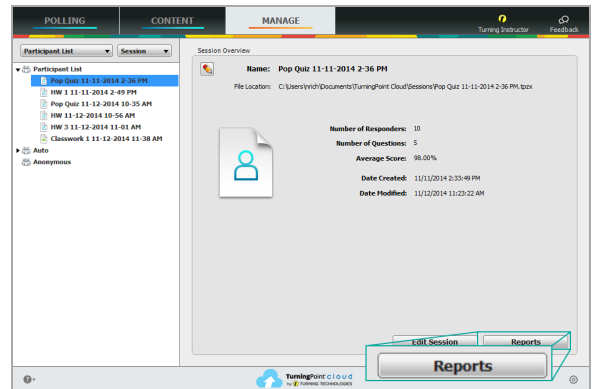
NOTE

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

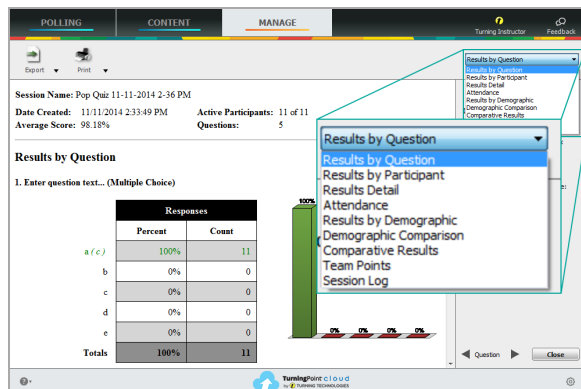
- 3 Click **Reports** in the bottom right corner.

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.