PowerPoint Polling For PC

Before the Presentation

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

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Demographic Assignment					

5 Type the question and up to 10 possible answer choices.

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6 Click outside of the answer box.

Setting Correct Answers and Adding Objects (Optional)

Setting a correct answer and adding a Correct Answer Indicator allows you to give participants a visual confirmation of the correct answer after polling has closed.



- 1 In the Slide Preferences Pane, click to expand Scoring Options
- 2 Select the correct answer from the drop-down menu.



- 3 Click the **Objects** icon from the TurningPoint Cloud ribbon.
- 4 Mouse over Correct Answer Indicator and select the indicator of your choice.



Saving the Presentation

- 1 Click File, mouse over Save As and save your PowerPoint presentation to the location you typically save your files.
- 2 Close PowerPoint. The TurningPoint Cloud Dashboard opens.

Creating a Participant List

It is recommended to import your participant list from either Turning Account or, if you use an LMS, from the integration. See LMS Documents.

- 1 Select the Manage tab.
- 2 Click the **Participant List** drop-down menu and select **New**. The *Create Participant List* window opens.





- 3 Name the participant list, select the Create Manually radio button and click Create List. The Participant List Editor is displayed.
- 4 Select a **cell** and enter the participant information relevant to that particular category. For example, enter the participant's last name under the Last Name column.

TIP

It is also possible to copy and paste text from an Excel file directly into the *Participant List Editor*.



6 When finished, click Save and Close to save the participant list and return to the Participant List Overview screen.

NOTE

A manually created participant list is identified by *in the left panel and Participant List Overview*.





During the Presentation

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 receiver connection and/or connect to ResponseWare.

- 4 Select a participant list (optional).
- 5 Click PowerPoint Polling.
- 6 Open the presentation.
- 7 Click Reset and select Session.

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- 8 Start the Slide Show.
- **9** Polling will open automatically on a question slide. Advance the slide to close polling and display the results. Continue advancing through the presentation.
- 10 When finished running the presentation, click **Save** from the TurningPoint Cloud toolbar and select **Save Session** (if desired).

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After the Presentation

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



5 Click **Close** when finished.



