



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

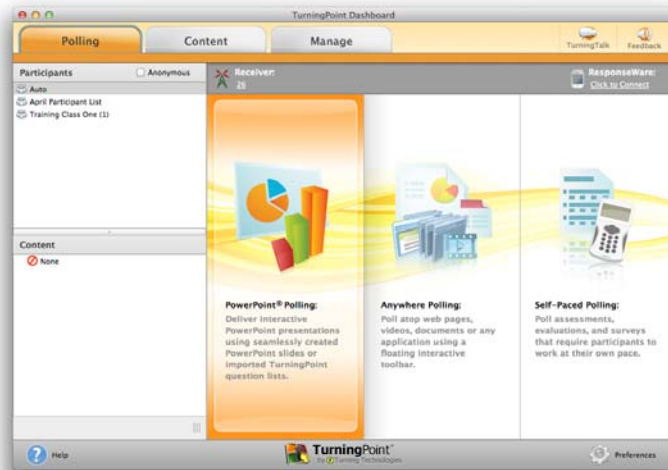
Start the Slide Show from the TurningPoint toolbar.

9

Save Session.

10

Generate Reports (optional).




PowerPoint Polling Mac

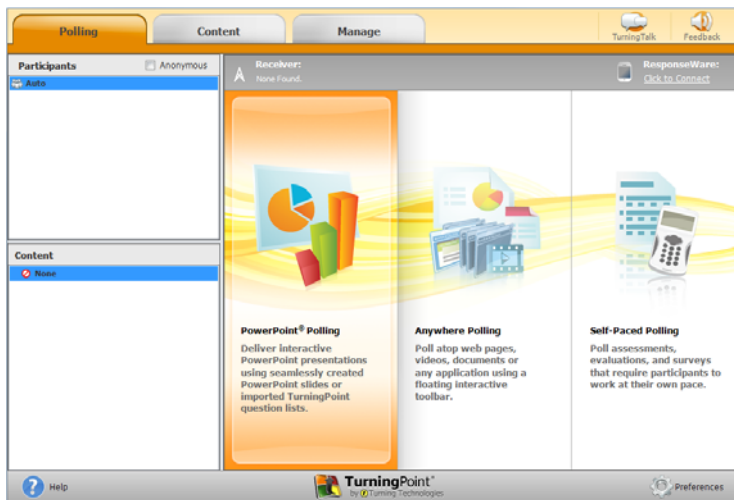
Before the Presentation

Downloading the Software

- 1 Visit www.turningtechnologies.com/downloads to download TurningPoint for Mac.
Choose 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.

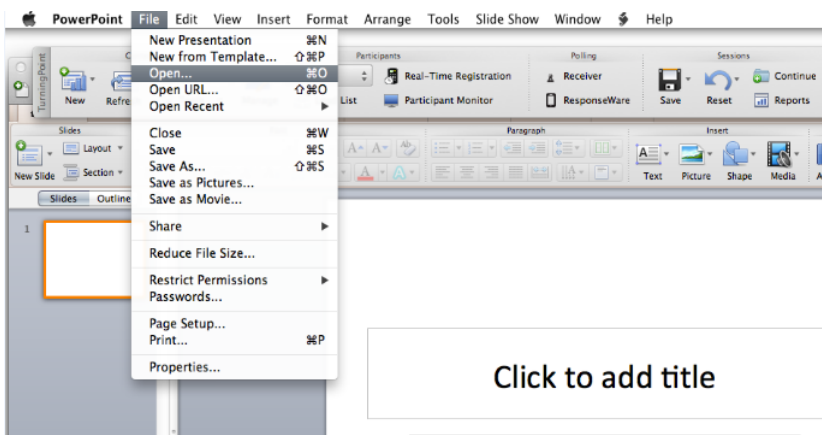
Creating the Presentation

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

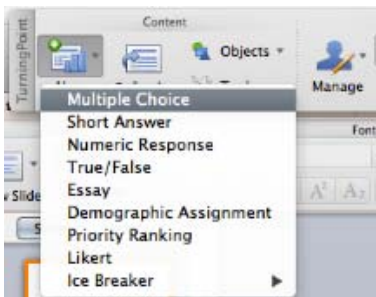


PowerPoint opens with the TurningPoint toolbar.

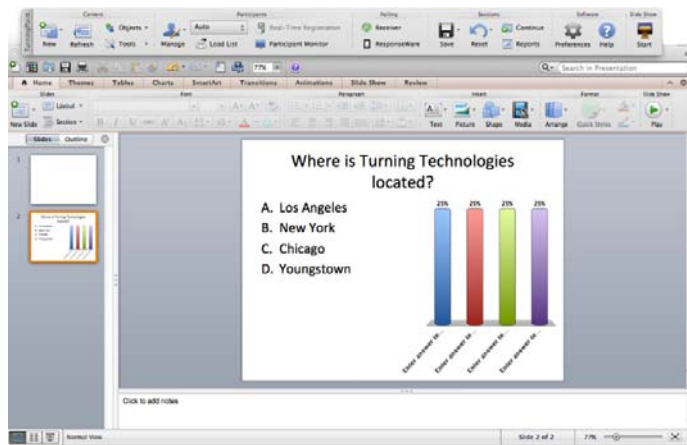
- 3 Open an existing PowerPoint presentation (if applicable).



- 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.



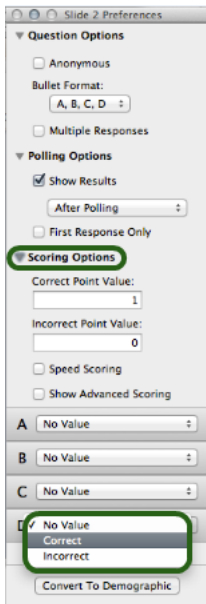
- 6 Click outside of the answer box and click the **Refresh** button. *The Refresh button must be clicked anytime an edit is made to a slide.*

Note

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

Setting Correct Answers and Adding Objects (Optional)

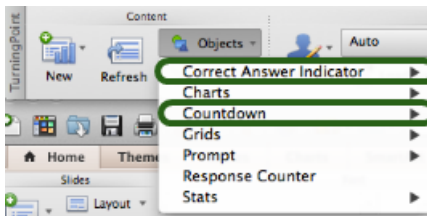
- 1 Click to expand Scoring Options and select **Correct** from the drop-down menu of the correct answer choice in the Slide Preferences.



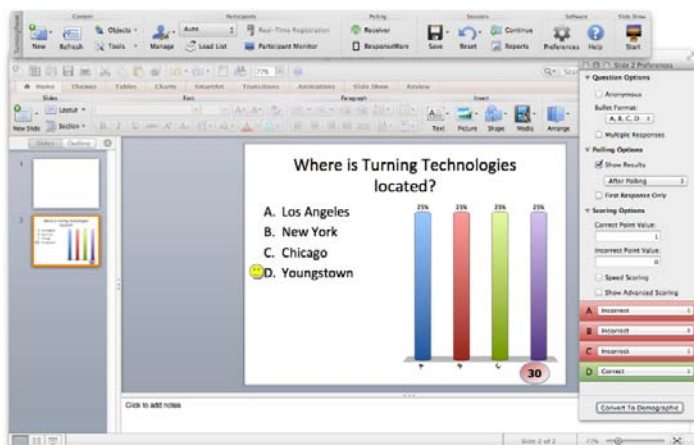
Note

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.



- 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.

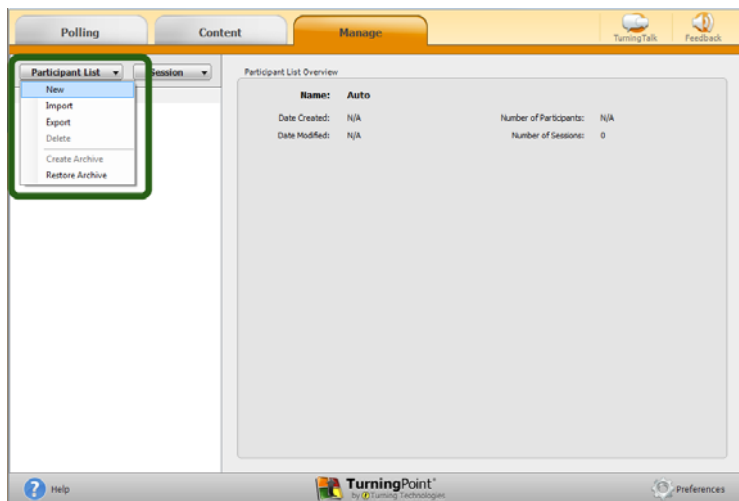


Saving the Presentation

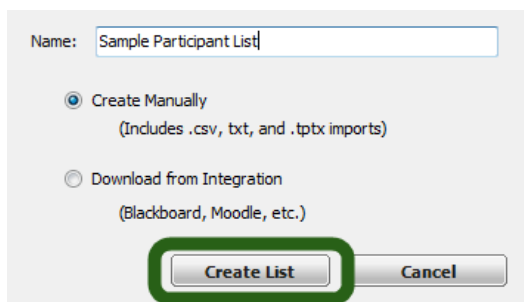
- 1 To save the presentation, click **File**, mouse over **Save As** and select **PowerPoint Presentation (.pptx)** as the file format.

Creating a Participant List

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

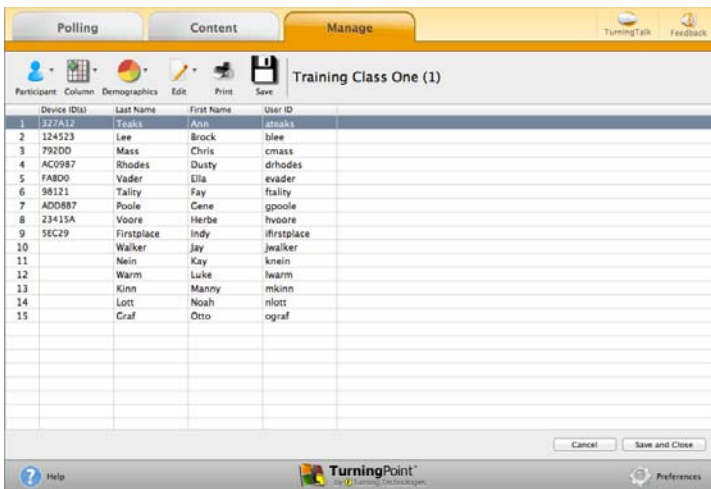


- 3 Name the participant list and click **Create List**.



- 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.



To delete a row, select the row, click **Participant** and select **Remove**.

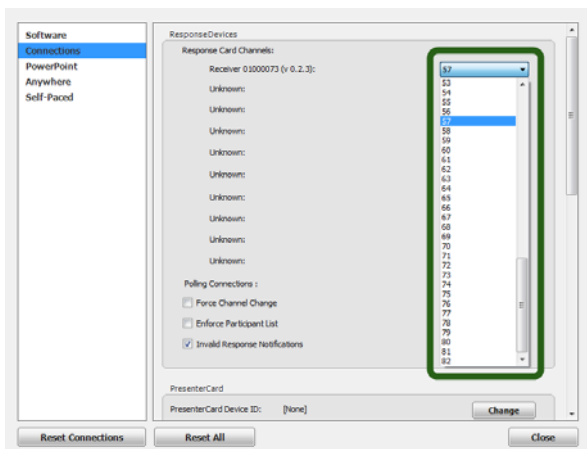


- 5 Click **Save and Close** after you have entered the participant information.

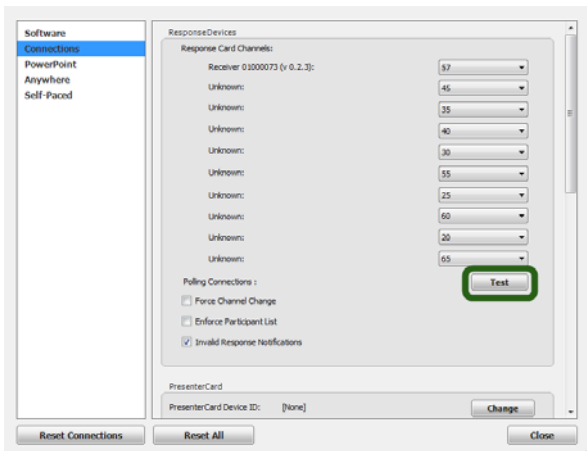
Response Connection

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**.



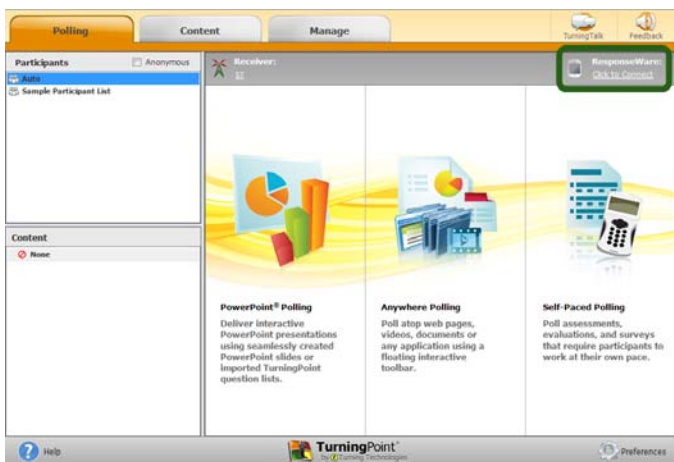
Changing the Channel on ResponseCard NXT

- 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.



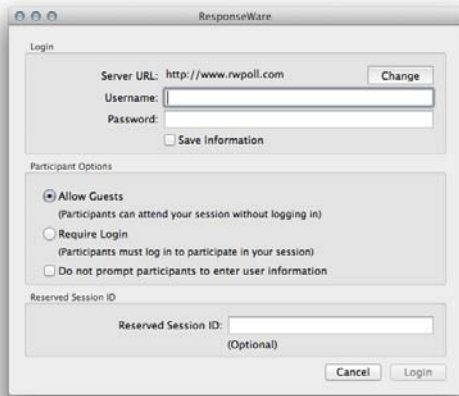
Connecting to ResponseWare (if applicable)

- 1 Open **TurningPoint**.
- 2 Click the **Click to Connect** option under ResponseWare.

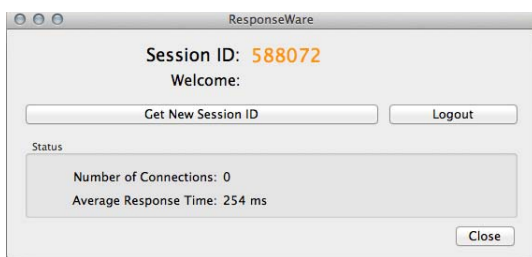


- 3 Enter your **Username** and **Password**.
- 4 Choose to **Allow Guests** or **Require Login**.



5 Click **Login**.



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



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**.



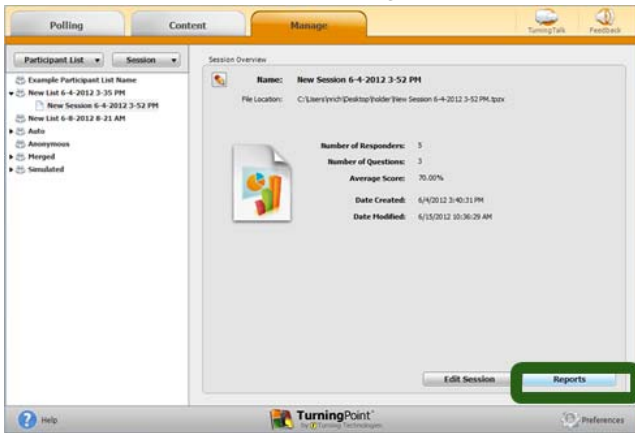
- 8 Start the Slide Show from the TurningPoint toolbar.
- 9 Click **Start** to open polling.

- 10 Click **Stop** to close polling.
 - a 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.

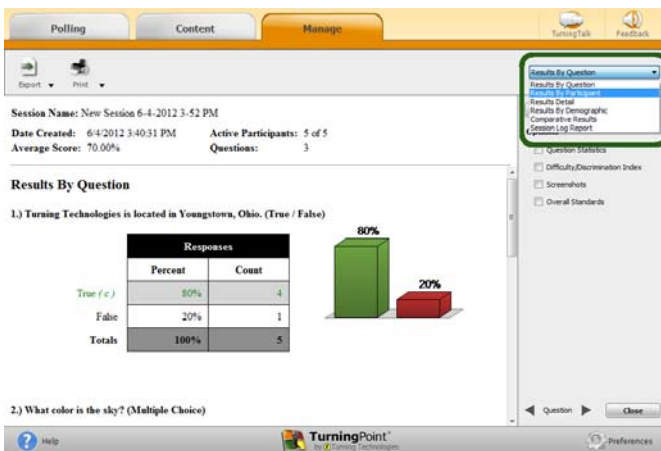
After the Presentation

Generating Reports

- 1 Open **TurningPoint** and select the **Manage** tab.
- 2 Select a **session** by expanding the associated participant list. If a participant list was not used, locate the session under Auto.
- 3 Click **Reports** in the bottom right corner. 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.