# PowerPoint Polling for PC



## **CREATING THE PRESENTATION**

#### **Add Question Slides**

- 1. Open TurningPoint and sign in to your account.
- 2. Click **PowerPoint Polling**.
  - PowerPoint opens with the TurningPoint ribbon.
- 3. Open a new or existing **PowerPoint presentation**.
- 4. Click New from the TurningPoint ribbon and select Multiple Choice.



- 5. Type the **question** and up to **10 possible answer choices**.
- 6. Click outside of the answer box.

### Select Correct Answer and Add Objects (Optional)

- 1. In the *TurningPoint Slide Pane* to the right of the slide, click to expand **Scoring Options**.
- 2. Select the correct answer from the drop-down menu.
- 3. Click **Objects** from the TurningPoint ribbon.
- 4. Mouse over **Correct Answer Indicator** and select the indicator of your choice.

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#### Save the Presentation

- 1. Save your PowerPoint presentation to the location you typically save your files.
- 2. Close PowerPoint.

The TurningPoint Dashboard opens.



- 1. Plug in the **receiver** (if using clickers).
- 2. Open TurningPoint and sign in to your account.
- 3. Verify the receiver connection and/or enable mobile responses.
- 4. Select a **course** (optional).
- 5. Click PowerPoint Polling.
- 6. Open your **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 toolbar and select **Save Session** (if saving results is desired).

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**11. Close** PowerPoint to return the TurningPoint dashboard.

### **GENERATING REPORTS**

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

**NOTE** Expand the associated course to view the session, or if a course was not used, locate the session below Auto.

- 3. Click **Reports** in the center of the *Session Overview* pane.
- 4. Select a report from the drop-down menu.



5. Click Close when finished.

