

## TURNINGPOINT HOW TO...



### TurningPoint Toolbar

#### Create an interactive slide

1. Click the **Insert Slide** drop down menu on the TurningPoint Toolbar (*see above*).
2. Select the graph type that best suits your question and responses.
3. Click directly on the slide to add your text.
  - Enter your question into the text box entitled “**Enter Question text...**”
  - Enter correct and incorrect responses into the text box entitled “**Enter answer text...**” Press **Enter** after each potential response. Each response requires a unique identifier which TurningPoint will generate.

*Note: TurningPoint is a PowerPoint plug-in. Edits to formatting have not changed.*

#### Convert existing PowerPoint slides to Turning Point polling slides

1. Select the slides to be converted by clicking on the slide thumbnail in the left side navigation area. Select multiple slides using the **Shift + Enter** (for consecutive slides) or **Ctrl + Enter** (for non-consecutive slides) keyboard shortcuts.
2. Click the **Insert Slide** drop down menu on the TurningPoint Toolbar.
3. Select the graph type that best suits your question and responses.

*Note: The text must be placed in PowerPoint generated text boxes for TurningPoint to recognize the stem and responses. More specifically, use the Title and Text slide layout (pictured), placing the question stem in the title area and the responses in the main textbox.*



#### Indicate, then display, the correct answer

1. Select the correct answer from your list of responses.
2. Using the right mouse button, click over the selection.
3. Choose **Set as Correct** from the menu.
4. Click **Insert Object, Correct Answer Indicator** and choose from the various types: star, arrow, checkmark...

*Note: There is animation associated with the correct answer indicator. This may be modified using PowerPoint’s custom animation features.*

#### Simulate a polling session

1. Select **Response Devices, Simulated Data** on the TurningPoint Toolbar. The software will now simulate responses during the Slide Show mode. By default, the number of responses simulated is five (5).
2. Use the PowerPoint controls to view the slide show. TurningPoint creates animations for your interactive slide components so you must left click your mouse to advance text and reminders (response tables, countdowns, etc).
3. After polling concludes for that slide, advance (by left-clicking your mouse) in PowerPoint and your graph appears revealing the audience’s response results.
4. Advance to your next slide or press **Esc** key to quit show.

## Deliver your presentation

1. Open TurningPoint first then open your interactive presentation
2. Be sure that **Response Devices** is selected in the drop down box on the TurningPoint Toolbar.
3. Reset your session by clicking **Reset, Session** on the TurningPoint Toolbar.
4. If you are using an Infrared Receiver, make sure you have a clear line of sight between the keypads and the receiver.
5. Use the PowerPoint controls to launch your presentation in the Slide Show mode and advance as usual.
6. When an interactive slide is loaded, polling is open until you move forward (left mouse, right arrow). The next advance will display your polling results. If you have indicated a correct answer, you'll need to advance the show one more step.

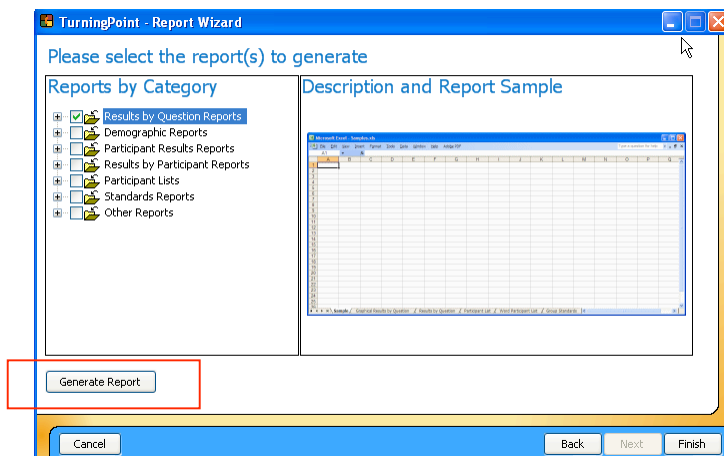
## Save data

1. After completing your session, press the **Save Session** icon on the TurningPoint tool bar. The **Save** dialog box will open. By default TurningPoint will create a file name that date and time stamps your current polling session. Use this name or rename as desired.
2. Click the **OK** button.

*Note: The session will be saved to the presentation machine by default. If you are not using your own computer, be sure to change the location to your removable drive.*

## Generate a report

1. On the TurningPoint toolbar, click **Tools, Turning Reports**. This will launch the Report Wizard.
2. Make the appropriate selections in the Wizard and click **Generate Report**. The report is generated in MS Excel.



3. Print and/or save the report using the Excel features.