# POWERPOINT POLLING FOR MAC

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 the ***Turning Account Registration for Presenters*** document.

Before Class

This section covers creating polling slides in the PowerPoint Polling environment. A new or existing presentation is needed.
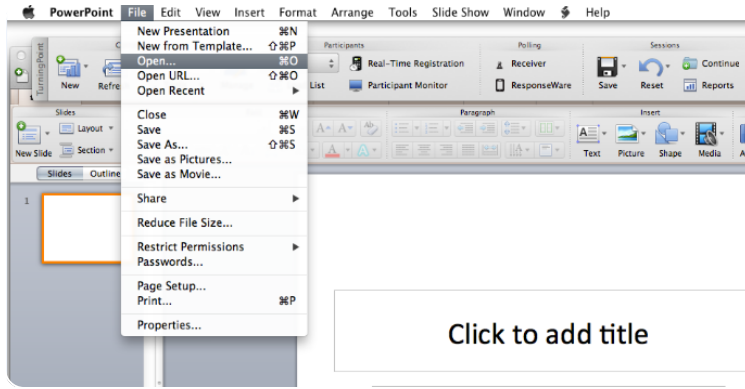
Creating the Presentation

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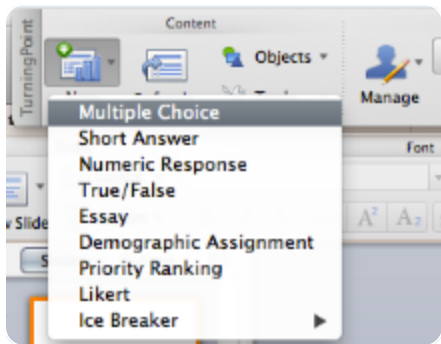2 Click **PowerPoint Polling**.
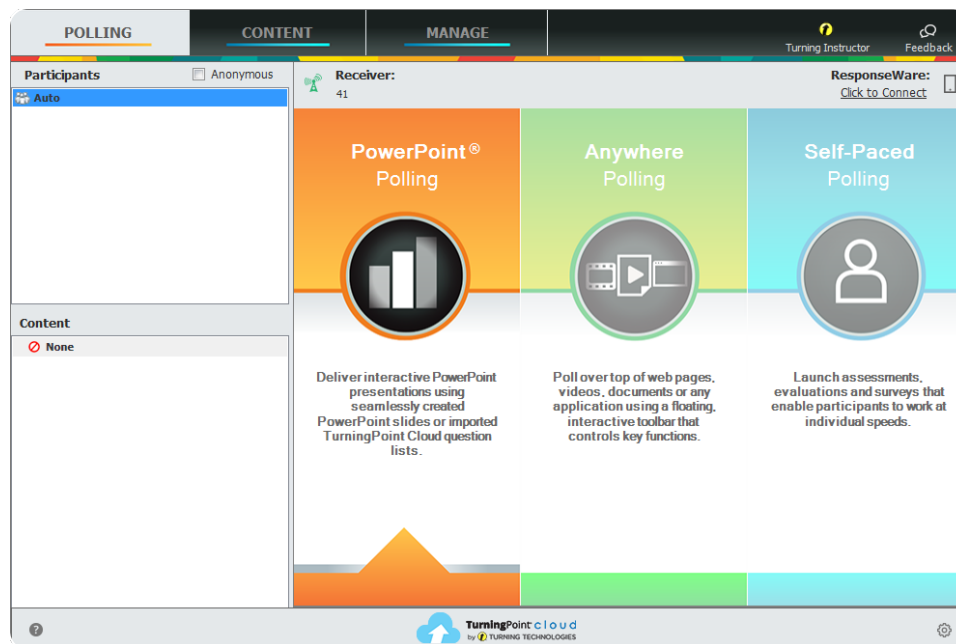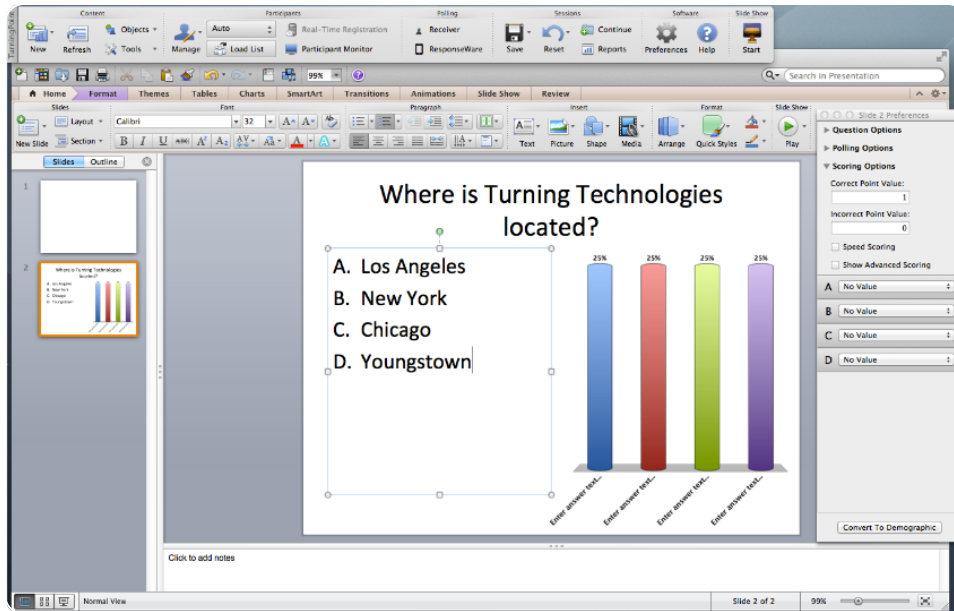

PowerPoint opens with the TurningPoint Cloud toolbar.

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

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

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** icon. The Refresh icon must be clicked anytime an edit is made to a slide.

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> **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 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.

> **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 to give participants a visual confirmation of the correct answer after polling has closed.

    a Click the **Objects** icon from the TurningPoint Cloud toolbar.

    b Mouse over **Correct Answer Indicator** and select the indicator of your choice.
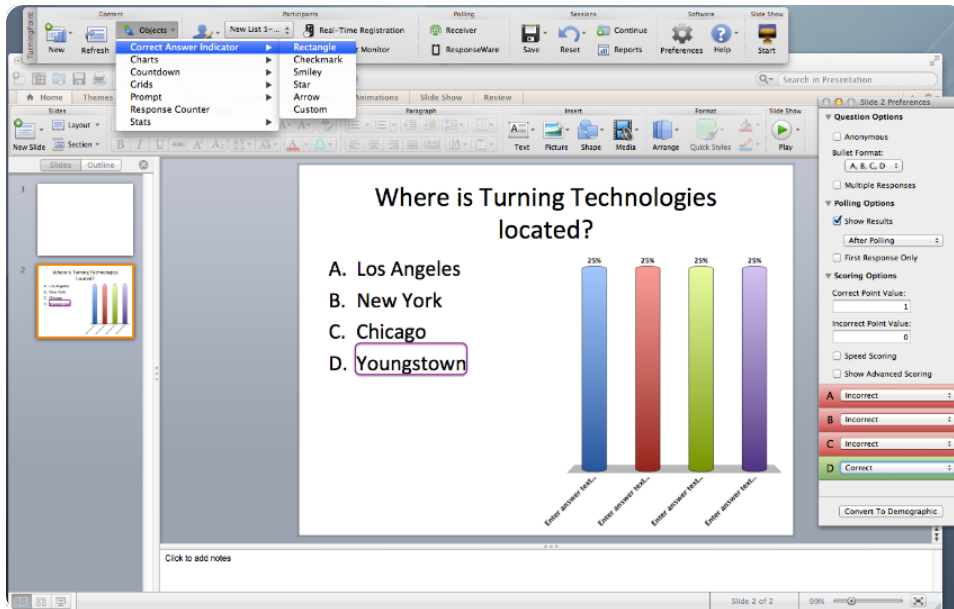
3 Add a Countdown Timer to give a visual indicator of how long participants have to answer the question before polling closes.

    a Click the **Objects** icon on the TurningPoint Cloud toolbar.

    b Mouse over **Countdown** and select the indicator of your choice.

Square Countdown Timer

> **TIP**
> To adjust the countdown time, click between the '3' and the '0' on the timer. The time can now be adjusted in the Slide Preferences Pane.

Saving the Presentation

1 Once you are done building the entire presentation, save the presentation by clicking **File**, mouse over **Save As** and select **PowerPoint Presentation** (.pptx) as the file format.

2 Exit PowerPoint.
The TurningPoint Cloud Dashboard opens.

During Class

This section covers hardware setup and running a presentation with a question list.

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.

Verifying the Receiver Channel

1 Plug in the **receiver** .
2 Open TurningPoint Cloud and sign in to your Turning Account.
3 Select the channel number below **Receiver**.
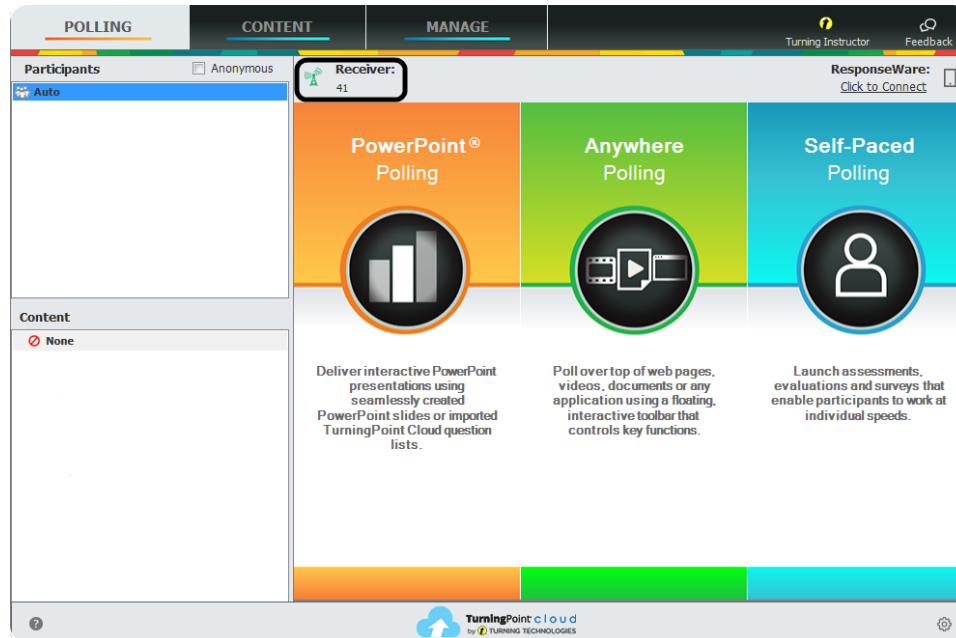
4   Select a new channel (1 - 82 for RF and RF LCD; 1 - 74 for XR and NXT) from the *Receiver* drop-down menu.
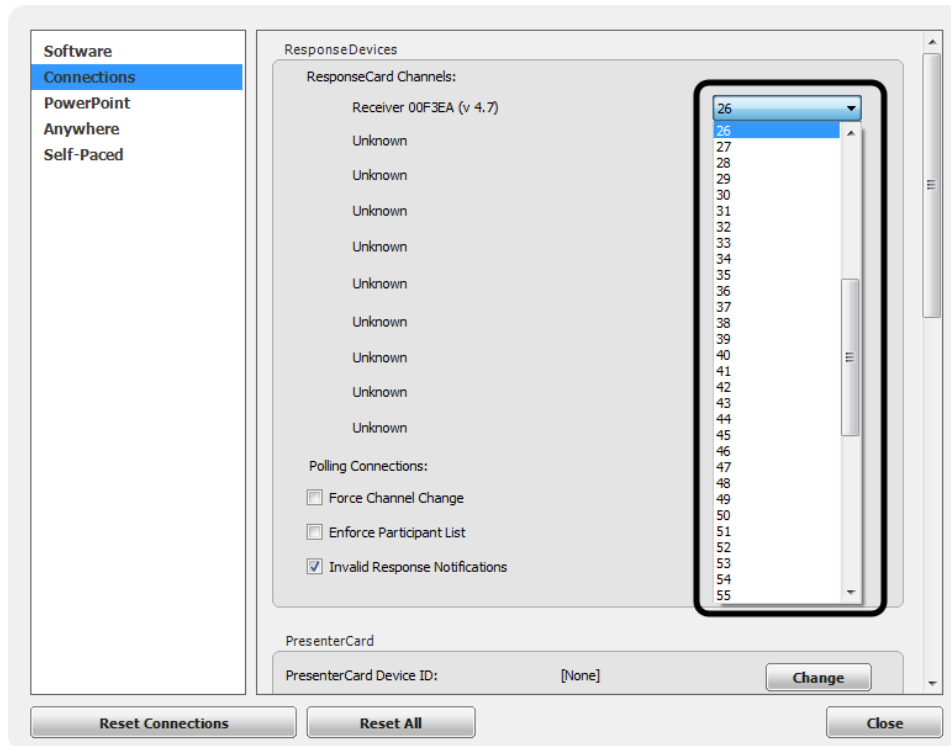
5   Click **Close**.

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.
       When the ResponseCard receives the new channel, the light will turn **green**.
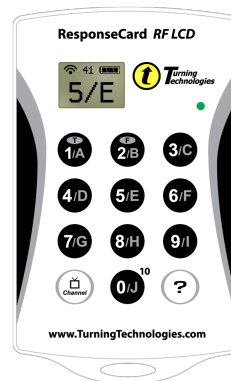
Changing the Channel on ResponseCard NXT

1 Press the **Channel** button.
2 Enter the **two-digit** channel number.
3 Press the softkey below **OK**.

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 Sign In* window opens.

ResponseWare Sign In Window Mac

3 Click **Sign In**.

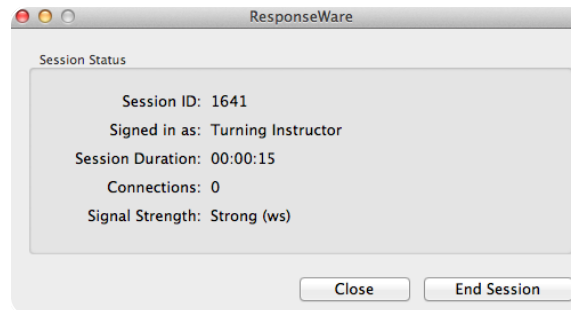The *ResponseWare Session* window opens.

ResponseWare Session Window Mac

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.

4   Click **Start Session**.

The *ResponseWare Session Status* window opens.

ResponseWare Session Status Window Mac

5   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 .

2   Open TurningPoint Cloud and sign in to your Turning Account.

3   Verify the 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**.
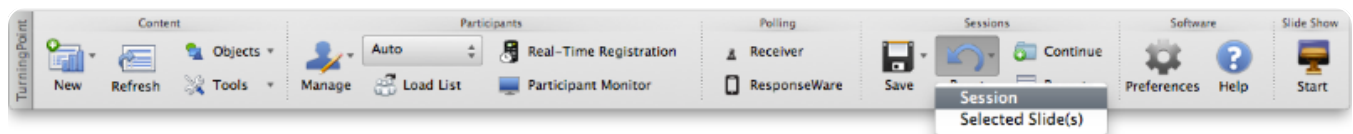
8   Start the Slide Show from the TurningPoint toolbar.

9   Click **Start** to open polling.

10   Click **Stop** to close polling.

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.

Continue until the Slide Show is finished.

11   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.

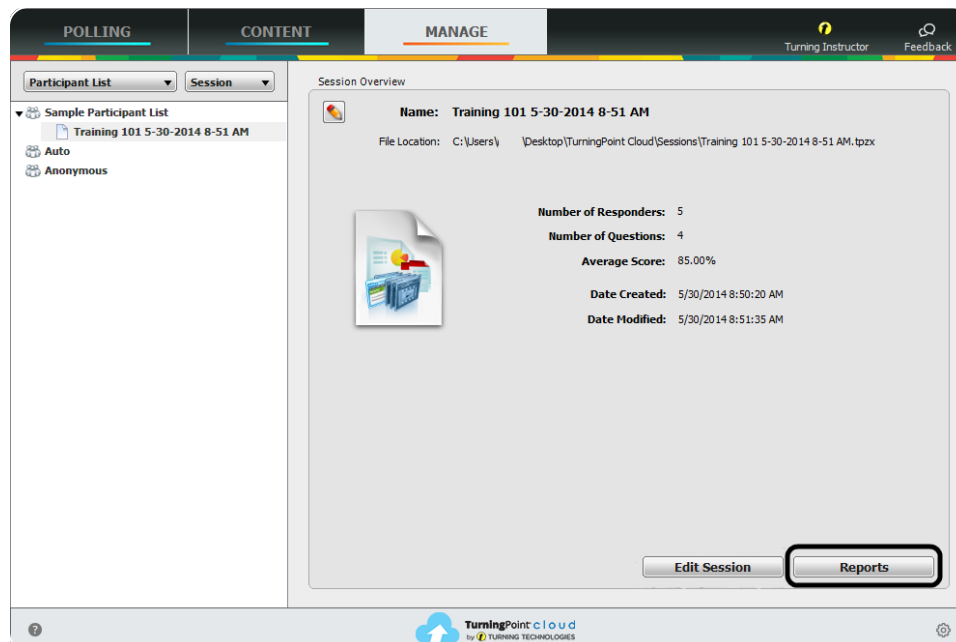2 Select the **saved session** from the left panel.

> **NOTE**
> Expand the associated participant list to view the session, or if a participant list was not used, locate the session below Auto.
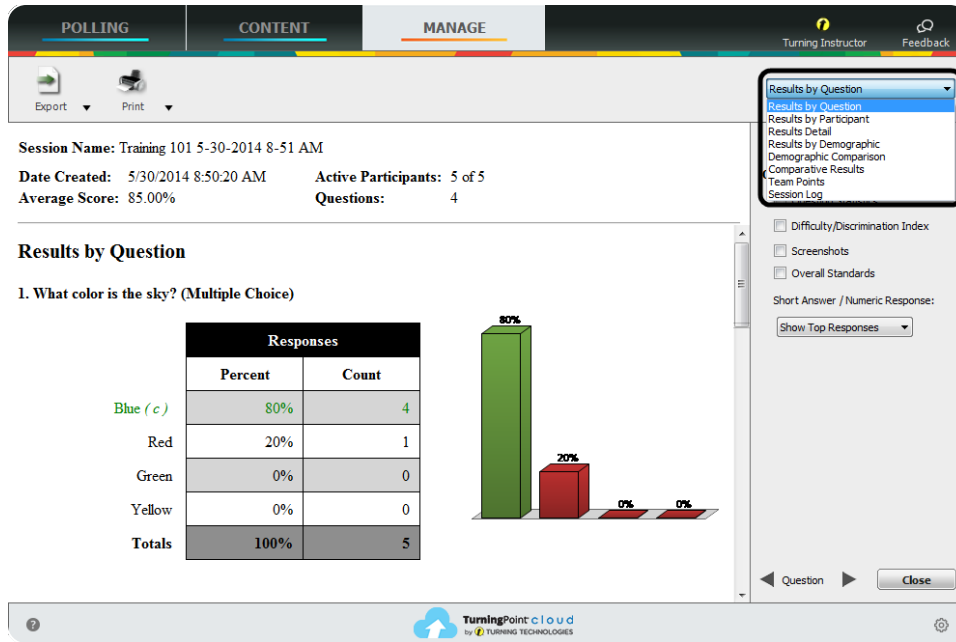
3 Click **Reports** in the bottom right corner.

> **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.

The PowerPoint Polling Showbar

The showbar appears when a polling slide is displayed during the Slide Show. The showbar is a toolbar that provides buttons for polling, monitoring, viewing responses and other polling tools during the slide show. The showbar can be moved if a different screen position is preferred.

The following table provides a description for each button on the showbar:

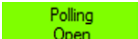|			
	Minimize Showbar	When the showbar is minimized, the responses, polling status and maximize showbar button is displayed.	
	Start	Select the Start icon to open polling.	
	Stop	Select the Stop icon to close polling.	
	Toggle Response Count	Toggle Response Count changes the values displayed on each chart. The values can be represented as response counts or percentage of votes.	
	Repoll Question	Repoll Question clears the responses and accepts new responses from the participants for the currently displayed question. Both the original responses and the new responses are stored in the session file.	

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	Show/Hide Response Grid	The Show/Hide Response Grid toggles the display of a response grid on the screen to indicate which participants have responded. The visual display and contents of the response grid are controlled in the PowerPoint preferences.
	Insert New Question	Select a slide type from the drop-down menu to be inserted into the presentation.
	Set Anonymous	Makes the current slide anonymous. Participant information will not be associated with the results.
	Data Slice	Data Slice allows the chart to display only the section of responses that correlate to chosen responses from previous slides.
	View Original Chart	Use this command after using the Toggle Response Count or Data Slice commands to return the chart to its original appearance.
	Display Participant Monitor	Display Participant Monitor opens the participant monitor.
	Show/Hide Connection Info	Show/Hide Connection Info displays the ResponseCard channel number. The ResponseWare login information is also displayed if applicable.
	Display Messaging Window	Display Messaging Window opens the feedback monitor.
	Responses	Responses displays the number of participants that have responded to the current question.
	Polling Status	Polling Status displays the current polling status.

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