# PowerPoint Polling for PC Quick Start Guide

## **Before the Presentation**

#### Creating the Presentation

- 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.

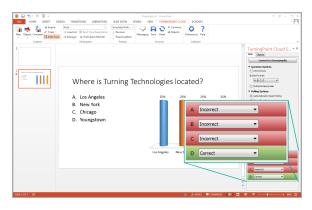
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- 5 Type the question and up to 10 possible answer choices.
- 6 Click outside of the answer box.

### 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.





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

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#### 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 Dashboard opens.

### **During the Presentation**

### Running the Presentation

1 Plug in the **receiver** 

(if using clickers).

- 2 Open TurningPoint and sign in to your account.
- 3 Verify the receiver connection and/or connect to TurningPoint App.

- 4 Select a course (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 toolbar and select **Save Session** (if saving results is desired).

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11 Close PowerPoint to return the TurningPoint dashboard.



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### After the Presentation

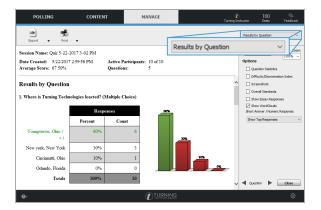
### Generating Reports

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

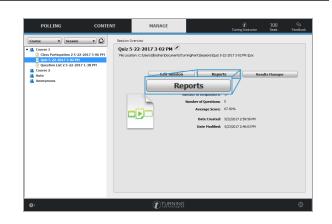
#### NOTE

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 bottom right corner.
- 4 Select a report from the drop-down menu.



5 Click **Close** when finished.



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