TurningPoint for PC
(Office 2007-2010)

Version 5.0
This chapter covers the following sections of the PowerPoint Polling environment:

- **Content**
- **Polling**
Opening the PowerPoint Polling Environment

The PowerPoint Polling environment is a ribbon that is embedded into PowerPoint.

How to open the PowerPoint Polling environment...

1. Open TurningPoint.

2. Optionally, select a participant list and/or question list or PowerPoint presentation from the panels on the left.

   If a question list was selected, TurningPoint will automatically parse the content into slides. This may take a few moments if there are a large number of questions in the question list. For more information on participant lists, see Chapter 3: Participant Lists. For more information on question lists, see Question Lists on page 32.

3. Click PowerPoint Polling.

   PowerPoint opens with the TurningPoint ribbon.

TurningPoint Ribbon

Next Steps

Polling slides can be created directly in PowerPoint. There are also several tools available for enhancing the presentation. For more information, see Content on page 116.
PowerPoint Polling content is simply a PowerPoint slide with the ability to dynamically display information based on the responses from the participants.

This section explains:

- *Slide Types and Slide Preferences*
- *Objects*
- *Competition*
- *Import*
- *Tools*

This section also explains the different ways to create polling content:

- *Inserting a Polling Slide*
- *Converting a PowerPoint Slide into a Multiple Choice Polling Slide*
- *Question Lists*
Inserting a Polling Slide

Creating content in PowerPoint is similar to the way content was created in previous versions of TurningPoint software.

How to create a polling slide in PowerPoint...

1. From the TurningPoint ribbon click New and select a slide type.

2. Enter the question text and answer text if available.

3. Repeat this procedure as many times as needed to create the PowerPoint Polling presentation.

4. When finished, save the PowerPoint presentation.

Next Steps

Enhance the presentation by adding Objects or Competition slides to help increase participation. Also, try using the Tools available on the TurningPoint ribbon.
Converting a PowerPoint Slide into a Multiple Choice Polling Slide

An ordinary PowerPoint slide can be converted into a multiple choice polling slide by adding a chart to a slide that is formatted as “Title and Text” or “Title and Content.” There can be up to 10 items in the list of answers. The question/title and the list of answers/numbered list must be in two separate boxes in order for the conversion to work properly.

How to convert a PowerPoint slide into a polling slide...

1. Select the PowerPoint slide(s) in the presentation that will be converted into a polling slide.

2. From the TurningPoint ribbon click **Objects**, mouse over **Charts** or **Animated Charts** and select the desired chart type.

   An information dialog is displayed.

   ![Conversion Information Dialog](image)

3. Click **Yes** to convert the slide.

   **Note**

   The answer list is re-numbered according to the TurningPoint preferences. The bullet format can be modified in the preferences. For more information, see **Questions** in Chapter 4: Preferences on page 102.

4. Repeat this procedure to convert additional PowerPoint slides.

5. When finished, save the PowerPoint presentation.

**Next Steps**

Enhance the presentation by adding **Objects** or **Competition** slides to help increase participation. Also, try using the **Tools** available on the TurningPoint ribbon.
Slide Types and Slide Preferences

There are several slide types available for PowerPoint Polling:

- **Multiple Choice**
- **Short Answer**
- **Numeric Response**
- **True/False**
- **Essay**
- **Demographic Assignment**
- **Priority Ranking**
- **Likert**
- **Ice Breaker**
- **Moment to Moment**

Each slide type has preferences that are specific to the type of slide being used. For competition slides, see **Competition** on page 143. For information on setting default preferences see **Chapter 4: Preferences**.
Chart Preferences

Clicking a chart on a polling slide will display the chart preferences in the Slide Preferences Panel. The chart colors, labels and values can be adjusted without having to open the TurningPoint Preferences window. The chart preferences only appear on charts for the following slides: Multiple Choice, Short Answer, Numeric Response, True/False, Demographic Assignment, Priority Ranking, Likert and Ice Breaker.

Select a color scheme from the drop-down menu to determine what colors will be used during the presentation. There are three options available.

- PowerPoint Scheme - uses the selected PowerPoint color scheme.
- Defined - uses user defined chart colors.
- Correct/Incorrect - applies green for correct answers and red for incorrect answers.
A multiple choice slide contains a question text box, an answer text box that allows for up to 10 answer choices and a chart.

### Multiple Choice

**Question Options**
- **Anonymous**
  A slide marked anonymous does not track participant list information when polling.
- **Bullet Format**
  The bullet format for the answer choices can be changed from the drop-down menu.
- **Multiple Responses**
  Multiple responses allow participants to send more than one response to a question. When this box is checked the following options may be set: Number of Responses, Allow Duplicates and All or Nothing Scoring.

### Scoring Options
- **Correct Point Value**
  The point value of the correct answer(s) can be set by entering a value in the box provided.
- **Incorrect Point Value**
  The point value of the incorrect answer(s) can be set by entering a value in the box provided.
- **Speed Scoring**
  When checked, point values will decrease relative to the time polling is kept open.
- **Show Advanced Scoring**
  When checked, the answer value and the point value are both displayed. The point value can be changed by entering a new value in the box provided.

### Polling Options
- **Automatically Open Polling**
  When checked, polling automatically opens during the presentation. When unchecked, the slide needs to be advanced to open polling.
- **Show Results**
  When checked, the chart is displayed after polling is closed.
- **First Response Only**
  When checked, TurningPoint only accepts the first response sent by each participant.
Short Answer

A short answer slide contains a question text box, a chart and a list of the five most common responses.

Short Answer Slide Preferences:

**Question Options**
- **Anonymous**
  A slide marked anonymous does not track participant list information when polling.

**Scoring Options**
- **Correct Point Value**
  The point value of the correct answer(s) can be set by entering a value in the box provided.
- **Incorrect Point Value**
  The point value of the incorrect answer(s) can be set by entering a value in the box provided.
- **Answer Value**
  The answer value can be set by selecting “Correct” or “No Value” from the drop-down box.
- **Speed Scoring**
  When checked, point values will decrease relative to the time polling is kept open.
- **Correct Keyword(s)**
  Enter keyword(s) in the box provided. Multiple keywords should be separated with a semicolon.
- **Enforce Capitalization**
  If a response does not have proper capitalization the response is considered incorrect.

**Polling Options**
- **Automatically Open Polling**
  When checked, polling automatically opens during the presentation. When unchecked, the slide needs to be advanced to open polling.
- **Show Results**
  When checked, the chart is displayed after polling is closed.
- **First Response Only**
  When checked, TurningPoint only accepts the first response sent by each participant.
- **Show Correct Keyword**
  After polling closes, the correct keyword(s) is displayed on the slide.
Numeric Response

A numeric response slide contains a question text box, a chart and a list of the five most common responses.

Numeric Response Slide Preferences:

**Question Options**
- **Anonymous**
  A slide marked anonymous does not track participant list information when polling.

**Scoring Options**
- **Correct Point Value**
  The point value of the correct answer(s) can be set by entering a value in the box provided.
- **Incorrect Point Value**
  The point value of the incorrect answer(s) can be set by entering a value in the box provided.
- **Speed Scoring**
  When checked, point values will decrease relative to the time polling is kept open.
- **Answer Value**
  The answer value can be set by selecting “Correct” or “No Value” from the drop-down box.
- **Acceptable Value**
  Enter a specific value in the box provided.
- **Acceptable Range**
  If a specific value is not required for a correct answer, a range can be set. Enter a minimum value and a maximum value in the boxes provided.

**Polling Options**
- **Automatically Open Polling**
  When checked, polling automatically opens during the presentation. When unchecked, the slide needs to be advanced to open polling.
- **Show Results**
  When checked, the chart is displayed after polling is closed.
- **First Response Only**
  When checked, TurningPoint only accepts the first response sent by each participant.
- **Show Correct Answer**
  After polling closes, the correct answer is displayed on the slide.
True/False

A true/false slide is used for a question with a true or false response. The slide includes a generically worded question and answers. The question text can be edited.

![True/False](image_url)

**True/False Slide Preferences:**

**Question Options**
- **Anonymous**
  A slide marked anonymous does not track participant list information when polling.
- **Bullet Format**
  The bullet format for the answer choices can be changed from the drop-down menu.

**Scoring Options**
- **Select True or False as the correct answer. A value of No Correct can also be selected if there is no correct answer.**
- **Correct Point Value**
  The point value of the correct answer(s) can be set by entering a value in the box provided.
- **Incorrect Point Value**
  The point value of the incorrect answer(s) can be set by entering a value in the box provided.
- **Speed Scoring**
  When checked, point values will decrease relative to the time polling is kept open.

**Polling Options**
- **Automatically Open Polling**
  When checked, polling automatically opens during the presentation. When unchecked, the slide needs to be advanced to open polling.
- **Show Results**
  When checked, the chart is displayed after polling is closed.
- **First Response Only**
  When checked, TurningPoint only accepts the first response sent by each participant.
Essay

The essay slide contains a question region to pose a question.

Essay Slide Preferences:

**Question Options**
- **Anonymous**
  A slide marked anonymous does not track participant list information when polling.

**Scoring Options**
- TurningPoint does not score essay slides. Manual score adjustments can be made in Results Manager.

**Polling Options**
- **Automatically Open Polling**
  When checked, polling automatically opens during the presentation. When unchecked, the slide needs to be advanced to open polling.
- **First Response Only**
  When checked, TurningPoint only accepts the first response sent by each participant.
Demographic Assignment

A demographic assignment slide contains a question text box, an answer text box that allows for up to 10 answer choices and a chart. The demographic assignment slide assigns participants to demographic/competition groups.

Demographic Assignment Slide Preferences:

**Demographic Options**
- **Demographic Grouping**
  Categorize the demographic options for easier reporting.
- **Use in Competition**
  The answer options become teams and can be used in team competitions.
- **Save to participant list**
  The demographic information is saved to the current participant list.

**Question Options**
- **Bullet Format**
  The bullet format for the answer choices can be changed from the drop-down menu.

**Polling Options**
- **Automatically Open Polling**
  When checked, polling automatically opens during the presentation. When unchecked, the slide needs to be advanced to open polling.
- **Show Results**
  When checked, the chart is displayed after polling is closed.
- **First Response Only**
  When checked, TurningPoint only accepts the first response sent by each participant.
Priority Ranking

The priority ranking slide contains a question text box, an answer text box that allows for up to 10 answer choices and a chart. The slide weighs participants’ choices and then ranks them accordingly.

Priority Ranking Slide Preferences:

**Question Options**
- **Anonymous**
  A slide marked anonymous does not track participant list information when polling.
- **Bullet Format**
  The bullet format for the answer choices can be changed from the drop-down menu.
- **Allow Duplicates**
  When checked, the participants are allowed to select the same answer choice more than once.
- **Response Weights**
  Set the value for each response by selecting a value from the drop-down menu or enter a value from 0 to 99999. Repeat for the remaining answers.

**Polling Options**
- **Automatically Open Polling**
  When checked, polling automatically opens during the presentation. When unchecked, the slide needs to be advanced to open polling.
- **Show Results**
  When checked, the chart is displayed after polling is closed.
Likert

A likert slide is used to determine varying levels of agreement or disagreement. The slide includes a generically worded question and answers. The text can be edited.

Likert

What is your opinion?
A. Strongly Agree
B. Agree
C. Somewhat Agree
D. Neutral
E. Somewhat Disagree
F. Disagree
G. Strongly Disagree

Likert Slide Preferences:

**Question Options**
- **Anonymous**
  A slide marked anonymous does not track participant list information when polling.
- **Bullet Format**
  The bullet format for the answer choices can be changed from the drop-down menu.
- **Multiple Responses**
  Multiple responses allow participants to send more than one response to a question. When this box is checked the following options may be set: number of responses, allow duplicates and all or nothing scoring.

**Scoring Options**
- **Correct Point Value**
  The point value of the correct answer(s) can be set by entering a value in the box provided.
- **Incorrect Point Value**
  The point value of the incorrect answer(s) can be set by entering a value in the box provided.
- **Speed Scoring**
  When checked, point values will decrease relative to the time polling is kept open.
- **Show Advanced Scoring**
  When checked, the answer value and the point value are both displayed. The point value can be changed by entering a new value in the box provided.

**Polling Options**
- **Automatically Open Polling**
  When checked, polling automatically opens during the presentation. When unchecked, the slide needs to be advanced to open polling.
- **Show Results**
  When checked, the chart is displayed after polling is closed.
- **First Response Only**
  When checked, TurningPoint only accepts the first response sent by each participant.
Ice Breaker

An ice breaker slide is a slide with an analogy or word scramble question to get the participants involved in the polling presentation. Analogies are automatically generated, but a word must be provided for the word scramble.

**Analogy and Word Scramble**

<table>
<thead>
<tr>
<th>puppy : dog :: kitten :</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. tiger</td>
</tr>
<tr>
<td>B. lion</td>
</tr>
<tr>
<td>C. bear</td>
</tr>
<tr>
<td>D. cat</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>T_R_I_G_O_N_</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. DYMUDO</td>
</tr>
<tr>
<td>B. CULLNA</td>
</tr>
<tr>
<td>C. UNTPNI</td>
</tr>
<tr>
<td>D. ODHZR</td>
</tr>
</tbody>
</table>

**Ice Breaker Slide Preferences:**

### Question Options
- **Anonymous**
  A slide marked anonymous does not track participant list information when polling.
- **Bullet Format**
  The bullet format for the answer choices can be changed from the drop-down menu.
- **Multiple Responses**
  Multiple responses allow participants to send more than one response to a question. When this box is checked the following options may be set: number of responses, allow duplicates and all or nothing scoring.

### Scoring Options
- **Correct Point Value**
  The point value of the correct answer(s) can be set by entering a value in the box provided.
- **Incorrect Point Value**
  The point value of the incorrect answer(s) can be set by entering a value in the box provided.
- **Speed Scoring**
  When checked, point values will decrease relative to the time polling is kept open.
- **Show Advanced Scoring**
  When checked, the answer value and the point value are both displayed. The point value can be changed by entering a new value in the box provided.

### Polling Options
- **Automatically Open Polling**
  When checked, polling automatically opens during the presentation. When unchecked, the slide needs to be advanced to open polling.
- **Show Results**
  When checked, the chart is displayed after polling is closed.
- **First Response Only**
  When checked, TurningPoint only accepts the first response sent by each participant.
Moment to Moment

The moment to moment slide can be used to have participants rate something on a scale of 1 to 5 over a period of time. The slide contains a question text box and a chart that shows the average response at each polling interval. The chart displays the average response over time in a line graph.

![Moment to Moment](image)

**Moment to Moment Slide Preferences:**

- **Polling Cycle**
  
  Select the polling interval (in seconds) from the drop-down menu. The default is two seconds. The chart will update based on the polling interval.
Objects

Objects may be added to each slide in several ways. This section covers adding the objects to a slide through the TurningPoint ribbon.

- Objects such as charts, countdown timers, response grids and prompts may be set as default objects that are automatically inserted on each slide. To set default objects, see PowerPoint in Chapter 4: Preferences on page 100 for more information.
- Objects may also be set during question list creation. For more information, see Chapter 2: Content.
- Objects can be added to a slide through the TurningPoint ribbon.

There are several types of objects available, this section covers:

- Inserting a Correct Answer Indicator
- Inserting a Chart/Changing the Chart Type
- Inserting an Animated Chart
- Inserting a Countdown Timer
- Inserting a Grid
- Inserting a Prompt
- Inserting a Response Counter
- Inserting Stats
Inserting a Correct Answer Indicator

A correct answer indicator allows the participants to see the correct answer(s) after polling is closed. The indicator appears during a presentation when the slide is advanced after displaying the chart.

**Before You Begin**

A correct answer must be set before a correct answer indicator can be inserted on a polling slide.

How to add a correct answer indicator to a PowerPoint Polling slide...

1. Select the polling slide.

   **Tip**
   
   Select more than one slide by holding down the Ctrl or Shift key on the keyboard.

2. From the TurningPoint ribbon click **Objects**, mouse over **Correct Answer Indicator** and select the desired indicator.

   **Correct Answer Indicator Menu**

   There are seven types of correct answer indicators available.

   - **Rectangle**
     - A. **Answer 1**
   - **Checkmark**
     - ✓ A. **Answer 1**
   - **Smiley**
     - 😊 A. **Answer 1**
   - **Star**
     - ★ A. **Answer 1**
   - **Arrow**
     - 🔵 A. **Answer 1**
   - **Blinking Rectangle**
     - 🔵 A. **Answer 1**
   - **Custom**
     - Custom
• A custom answer indicator can be a BMP, JPG, GIF, PNG or JPEG file. The image is placed in the same location as the checkmark, smiley, star and arrow correct answer indicators.

• Select a different correct answer indicator from the Objects menu to change the current correct answer indicator on the slide.

• To remove the correct answer indicator, simply delete the object from the slide.

  **Tip**
  Correct answer indicators can be formatted like regular PowerPoint objects. Right-click on the object and select a formatting option from the menu.

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**Inserting a Chart/Changing the Chart Type**

A chart displays the results of participants’ responses. The default chart type and display options, such as colors, labels and value, can be defined in the Preferences. For more information on how to set a default chart type, see **PowerPoint** in Chapter 4: Preferences on page 100.

How to add a chart or change the current chart type on a PowerPoint Polling slide...

1. Select the polling slide.

  **Tip**
  Select more than one slide by holding down the Ctrl or Shift key on the keyboard.

2. From the TurningPoint ribbon click **Objects**, mouse over **Charts** and select the **desired chart**.

![Charts Menu](image)
There are seven chart types available.

- Select a different chart from the Objects menu to change the current chart on the slide.
- To remove the chart, simply delete the object from the slide.

**Inserting an Animated Chart**

An animated chart is a flash object that appears over the Slide Show in full screen.

**Before You Begin**

Adobe Flash Player must be installed to use the animated charts. Go to [http://get.adobe.com/flashplayer](http://get.adobe.com/flashplayer) to download the latest version of Adobe Flash Player.
How to add an animated chart to a PowerPoint Polling slide...

1. Select the polling slide.

   **Tip**
   Select more than one slide by holding down the Ctrl or Shift key on the keyboard.

2. From the TurningPoint ribbon click **Objects**, mouse over **Animated Charts** and select the desired chart.

   ![Animated Charts Menu]

   A placeholder is inserted for the animated chart.

   There are seven animated chart types available.

   - **3D Column**
   - **2D Column**
   - **3D Pie**
   - **2D Pie**
   - **3D Doughnut**
   - **2D Doughnut**
   - **2D Bar**
• Select a different chart from the Objects menu to change the current chart on the slide. The chart can also be changed during the Slide Show by selecting a different chart type from the drop-down menu on the chart window.

• To remove the animated chart, simply delete the placeholder from the slide.

Inserting a Countdown Timer

A countdown timer provides participants with a visual cue that polling is about to close as it counts down to zero. When the countdown expires, the countdown timer disappears and polling is automatically closed. A countdown timer can be made to appear on each polling slide that is created. For more information on how to automatically include a prompt on each polling slide, see PowerPoint in Chapter 4: Preferences on page 100.

How to add a countdown timer to a PowerPoint Polling slide...

1  Select the polling slide.

   Tip
   Select more than one slide by holding down the Ctrl or Shift key on the keyboard.

2  From the TurningPoint ribbon click Objects, mouse over Countdown and select the desired countdown.

   Countdown Menu
There are four countdown timers available.

- Select a different countdown from the Objects menu to change the current countdown on the slide.
- To remove the countdown, simply delete the object from the slide.

3 To adjust the time or add a sound to the countdown timer, click the **countdown timer**.

The countdown properties box opens.

- To adjust the time, enter a **value** into the Countdown Seconds box. A valid entry is 1 - 999.
- To add a sound, click ..., browse to the **location** of the sound file and click **Open**.

**Tip**

Countdown timers can be formatted like regular PowerPoint objects. Right-click on the object and select a formatting option from the menu.
Inserting a Grid

A grid is an object that is overlaid on a slide during the presentation, and indicates which participants have responded. A grid can be made to appear on each polling slide that is created. For more information on how to automatically include a grid on each polling slide or to customize the grid, see PowerPoint in Chapter 4: Preferences on page 100.

How to add a grid to a PowerPoint Polling slide...

1. Select the polling slide.

2. From the TurningPoint ribbon click Objects, mouse over Grids and select the desired grid.

A placeholder is inserted for the grid.

There are three grids available.

- The table grid displays numbered boxes that represent each participant in the participant list. If polling with an auto list, the number of boxes displayed is determined by the number of participants responding.

- The response grid displays the participant name by default. As the participants respond, the corresponding box will change color. If polling with an auto list, it is recommend to change the
response grid text to *Device ID Only* in the preferences. As the participants respond a Device ID will appear in the box.

- The non-response grid displays the participant name by default. As the participants respond, the corresponding box will be removed. If polling with an auto list it, is recommended to change the response grid text to *Device ID Only* in the preferences.

- Select a different grid from the Objects menu to change the current grid on the slide.
- To remove the grid, simply delete the object from the slide.

3 While polling is open, **hold the mouse over the grid** to access the grid controls.

   ![Grid Controls](image)

   a Click the left or right arrows under Rotate to view more participants.

   b Click the left or right “A” to increase or decrease font size. The font size will increase or decrease by one size for each click. The minimum font size is 12 and the maximum font size is 48.

**Inserting a Prompt**

A prompt provides participants with a visual cue that the slide is a polling slide to which they can respond. A prompt can be made to appear on each polling slide that is created. For more information on how to automatically include a prompt on each polling slide, see *PowerPoint* in Chapter 4: Preferences on page 100.

**How to add a prompt to a PowerPoint Polling slide...**

1 Select the polling slide.
2 From the TurningPoint ribbon click **Objects**, mouse over **Prompt** and select the **desired prompt**.

There are four prompts available.

- **Bevel**
  - **Answer Now**

- **Explosion**
  - **Answer Now**

- **Speech**
  - **Answer Now**

- **Marquis**
  - **Answer Now**

- Select a different prompt from the Objects menu to change the current prompt on the slide.
- To remove the prompt, simply delete the object from the slide.

*Tip*

Prompts can be formatted like regular PowerPoint objects. Right-click on the object and select a formatting option from the menu. The prompt text can be adjusted in the preferences.

**Inserting a Response Counter**

During the Slide Show, the response counter displays the number of responses. If there are 32 participants in the participant list, the response counter displays “0 of 32” and continues to count as the responses are received.

How to add a response counter to a PowerPoint Polling slide...

1 Select the polling slide.
2  From the TurningPoint ribbon click **Objects** and select **Response Counter**.

A placeholder is inserted for the response counter.

- To remove the response counter, simply delete the object from the slide.

  **Tip**

  The response counter can be formatted like regular PowerPoint objects. Right-click on the object and select a formatting option from the menu.

**Inserting Stats**

Stats objects reveal statistics about responses after polling is closed. The value of the statistic is displayed in the stats object during a presentation after polling has been closed.

**How to add a stats object to a PowerPoint Polling slide...**

1  Select the polling slide.
2 From the TurningPoint ribbon click **Objects**, mouse over **Stats** and select the **desired stat**.

There are four stats available.

<table>
<thead>
<tr>
<th>Mean</th>
<th>Median</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mean =</td>
<td>Median =</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Variance</th>
<th>Standard Deviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Variance =</td>
<td>Standard Deviation =</td>
</tr>
</tbody>
</table>

- Select a different stat from the Objects menu to change the current stat on the slide.
- To remove a stat, simply delete the object from the slide.

**Tip**
Stats can be formatted like regular PowerPoint objects. Right-click on the object and select a formatting option from the menu.
Polling

The polling function in PowerPoint allows a user to poll an audience with questions embedded directly into the PowerPoint presentation.

The Polling section covers the following topics:

- Resetting a PowerPoint Polling Session or Charts
- Continuing a Prior PowerPoint Polling Session
- Using the Real-Time Registration Tool
- Running a Slide Show
- The PowerPoint Polling Showbar
- Viewing a Response Grid
- Using the Participant Monitor
- Messaging
- Inserting New Slides During the Presentation
- Using Data Slicing
- Saving a PowerPoint Polling Session
Resetting a PowerPoint Polling Session or Charts

The reset option on the TurningPoint ribbon gives the user the option of removing data from a session so it can be repolled or the option to reset the charts.

_WARNING_
Once the reset function has been performed, it cannot be undone.

How to reset a PowerPoint Polling session...

1. Click **Reset** on the TurningPoint ribbon.

2. Select one of the following options.
   - **Session** - All of the results from the session file will be reset and all of the participant data will be removed.
   - **Charts** - All of the charts will be reset but the session data and participant information will NOT be removed. When the presentation is run, the previous session data will also be stored in the session file.

3. If Session was selected in the previous step, click **Save** or **Don’t Save** to save the current session data.

Next Steps

Now that the session or charts have been reset, a new session can be run. For more information on running a session, see *Running a Slide Show* on page 173.

Continuing a Prior PowerPoint Polling Session

TurningPoint can resume a presentation from a saved session file. New session information is appended to the open session file. When saved, the polling results are saved in one session file.

How to continue a prior PowerPoint Polling session...

1. Click **Continue Prior Session** from the TurningPoint ribbon.

2. Select the **session file** to be continued and click **Open**.
TurningPoint opens the previously saved session file.

**Next Steps**

Now that the previous session is open, it can now be continued. For more information on running a session, see *Running a Slide Show* on page 173.

**Using the Real-Time Registration Tool**

The Real-Time Registration tool provides a fast and simple way to utilize a participant list for smaller audiences (ideally less than 50 participants). Registration only takes a few moments, thus eliminating the need for a permanent participant list. The steps below can be performed before each presentation to ensure each participant has the appropriate response device.

**Before You Begin**

A participant list that contains names but does not contain device IDs is required. For instructions on how to create a participant list, see *Chapter 3: Participant Lists*.

How to use the Real-Time Registration tool...

1. If the desired participant list is not loaded, click **Load**, select the **participant list** and click **Open**.

2. Click **Real-Time Registration** on the TurningPoint ribbon.
The Real-Time Registration tool opens.

3 Click the **Play** button to open registration.

4 Each participant must press a number on their response device that corresponds with the number to the left of their name or user ID.

   The device ID for the participant will appear in the device ID column.

   If more than 10 participants are in the participant list, click the forward or back buttons to scroll page by page to see the remaining participants.

5 Click the **Pause** button to close registration once all of the participants have responded.

6 Close the Real-Time Registration tool by clicking the (X) in the upper right-hand corner of the window.

   The participant list is temporarily saved. If the session is reset, or if PowerPoint is closed, the device IDs are not saved.
Running a Slide Show

Use PowerPoint's Slide Show functionality to run the polling presentation.

**Before You Begin**

To poll in PowerPoint, a presentation with polling slides or a question list is required. To track results based on participants, a participant list is also required. For more information on creating a PowerPoint Polling presentation, see [Content](#) on page 116.

How to run a PowerPoint Polling Slide Show...

1. Plug in the receiver or establish a ResponseWare session.

2. Open TurningPoint and select a participant list and a question list, if applicable.

3. Click **PowerPoint Polling**.

   The TurningPoint Dashboard closes and PowerPoint opens. If a question list was selected, TurningPoint will automatically parse the content into polling slides. This may take a few moments if there are a large number of questions in the question list.

4. Select the TurningPoint ribbon.

5. Open the **PowerPoint presentation** that contains the question slides if a question list was not selected before PowerPoint was opened.

6. Verify the correct participant list is loaded and Live Polling is selected in the Polling drop-down box.

7. **Start** the Slide Show.

8. Depending on the Polling Options that were selected during content creation, the slide may need to be advanced to open polling.

9. Continue until the Slide Show is finished.
Next Steps

Now that the Slide Show is finished and the results have been gathered, the session data needs to be saved in order to generate reports and manage results.

For more information on saving session files, see *Saving a PowerPoint Polling Session* on page 184.
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.

### PowerPoint Polling Showbar

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

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimize Showbar</td>
<td>When the showbar is minimized, the responses, polling status and maximize showbar button is displayed.</td>
</tr>
<tr>
<td>Toggle Response Count</td>
<td>Toggle Response Count changes the values displayed on each chart. The values can be represented as response counts or percentage of votes.</td>
</tr>
<tr>
<td>Repoll Question</td>
<td>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.</td>
</tr>
<tr>
<td>Show/Hide Response Grid</td>
<td>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. For more information about these preferences in Questions on page 102.</td>
</tr>
<tr>
<td>Insert New Question</td>
<td>Select a slide type from the drop-down menu to be inserted into the presentation.</td>
</tr>
<tr>
<td>Set Anonymous</td>
<td>Makes the current slide anonymous. Participant information will not be associated with the results.</td>
</tr>
</tbody>
</table>
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 logon 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.
Viewing a Response Grid

If a response grid object was not placed on a polling slide during slide creation one may be viewed by clicking the response grid icon on the TurningPoint showbar.

How to view a response grid...

1. While in presentation mode on a PowerPoint polling slide, click the show/hide response grid icon on the TurningPoint showbar.

   The response grid displays on the current slide.

   **Note**
   When polling is closed and the slide is advanced, the response grid will not appear on the next polling slide. To include a response grid on every polling slide, see *Inserting a Grid* on page 138 for more information.

2. Optionally, click the show/hide response grid icon again to hide the response grid.

Using the Participant Monitor

The participant monitor displays question information, participant information and participant question details.

Use of the participant monitor is optional, but it is helpful in tracking how participants are responding during a presentation. The participant monitor can be accessed from the showbar or from the TurningPoint ribbon after the slide show is over.

**Tip**
To limit the participant monitor to the presenter’s eyes only, it is recommend to set up a second monitor. Find more information about setting up a second monitor in Windows Help.

How to use the participant monitor...

1. While running the slide show, click the display participant monitor icon on the showbar.
The participant monitor window opens displaying the question information, participant information and participant question details.

**Participant Monitor**

- The question information section includes the question text, the overall percentage correct and the total points possible for each question.
- The participant information section displays the first name, last name, device ID, user ID, total points received and overall percentage correct for each participant.
- The participant question details section displays the question text, the response and the points received of the selected participant in the participant information section.

1. Click a participant in the participant information section to view the participant question details.

**Next Steps**

The participant monitor may be open while running the slide show.
Polling

Messaging

Participants can send feedback to the presenter by using the Note to Leader function on the ResponseCard NXT or through the ResponseWare application while polling is open.

How to view the messaging window...

1. Click the Display Messaging icon from the showbar.

   The Messaging Window opens.

   ![Messaging Window]

   The message history appears in the top panel.

   **Note**
   
   Replies can only be sent to participants using the ResponseWare application as a response device.

2. **Type** a response to a message in the bottom panel.

3. From the Send message to drop-down menu select **All Devices** or a **Specific Device**.
   - If a response is sent to a specific device, the device ID must be entered in the text box to the right of the drop-down menu.

4. **Click** Send Message.
   - Optionally, click **Clear History** to delete all messages.
Inserting New Slides During the Presentation

TurningPoint gives the user the flexibility of adding a template or custom slide while running the presentation. Inserting a new slide is an option available from the showbar.

How to add a new slide during the presentation...

1. Click the **Insert New Slide** icon from the showbar.

   The insert new slide menu opens from the showbar.

   ![Insert New Slide Menu](image)

2. Select the **slide type** to be inserted into the presentation.

   Template slides are automatically inserted into the presentation with generic question and answer choices.

   Custom slides require the user to enter the question and answer text.

   ![Custom Slide](image)

   a. Enter the **question text** in the field provided.
Polling

b Enter the **answer text** in the field provided. Each answer choice must be on its own line.

c Click **Insert**.

3 **Poll** the new slide.

---

**Note**
To reuse the presentation with the newly added slide(s), save the file. From the PowerPoint menu, select File > Save As after the slide show is complete.

---

**Using Data Slicing**

After receiving response data, TurningPoint can cross-reference the responses of one question to another set of responses.

How to use the data slice feature...

1 While on the question that contains the data to be sliced, click the **data slice** icon from the showbar.

   The Data Slicing Setup window opens.

2 To slice by Question Data:
   a Select the **Question Data tab**.
b Expand the question that contains the information by which to slice the data.

![Data Slicing - Session Data](image)

Data Slicing - Session Data

Data Slicing Setup

<table>
<thead>
<tr>
<th>Question Data</th>
<th>Participant Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. tooth brush; tooth; comb</td>
<td>Sun</td>
</tr>
<tr>
<td>2. CR; Microsoft; Java</td>
<td>Correct</td>
</tr>
<tr>
<td>3. atom; flower; trunk</td>
<td>Incorrect</td>
</tr>
<tr>
<td>4. What is your opinion?</td>
<td></td>
</tr>
</tbody>
</table>

![Select Button](image)

Select and click Select.

c Select the answer choice and click Select.

d The chart now displays the results of the participants who responded to the answer choice from step c.

At the top center of the screen there is a data slice drop-down menu that allows for the selection of a different answer choice. There is also an option to display the results of participants who answered the question selected in step b correctly or incorrectly.

![Data Slice Drop-down Menu](image)

3 To slice by Participant Groups:

a Select the Participant Groups tab.
b **Expand the group** that contains the information by which to slide the data.

![Data Slicing Setup - Participant Groups](image)

**Data Slicing Setup - Participant Groups**

- **Select the desired group** and click **Select**.

c **Select the desired group** and click **Select**.

d The chart now displays the results of the current question for the participants in the selected group.

At the top center of the screen there is a data slice drop-down menu that allows for the selection of a different group.

![Data Slice Drop-down Menu](image)

**Data Slice Drop-down Menu**

- **Advance** the slide to continue the presentation.

   **Tip**

   Click the View the Original Chart icon to reset the chart.
Saving a PowerPoint Polling Session

Saving the session data enables a user to generate reports and manage results.

**Before You Begin**

An audience must be polled with a PowerPoint presentation that contains polling slides.

How to save a PowerPoint Polling session...

1. Click **Save** in the Sessions section of the TurningPoint ribbon.

   **Warning**
   
   Saving the PowerPoint presentation *does not save* the session data.

   Session files should be stored in the default save location. If the session is saved in another location it will then need to be placed in the TurningPoint Sessions folder or imported into TurningPoint.

2. **Name** the session file and click **Save**.

3. **Close** PowerPoint to return to the TurningPoint Dashboard.

**Next Steps**

Now that the session has been saved, reports can be generated and the results can be managed. For more information on managing results, see **Individual Session Management** on page 212 or **Results Manager** on page 222. For more information on generating reports, see **Reports** on page 256.
Reports

There are six types of reports available:

- *Results by Question*
- *Results by Participant*
- *Results Detail*
- *Results by Demographic*
- *Comparative Results*
- *Session Log Report*

Each report can be customized by selecting the data options on the right side of the reports window.
Generating Reports

There are six types of session reports (Results by Question, Results by Participant, Results Detail, Results by Demographic, Comparative Results and Session Log Report). Each report can be customized by selecting the data options on the right side of the reports window.

How to generate reports...

1. From the Manage tab, select a session from the panel on the left.

   The Session Overview screen is displayed.

2. Click Reports at the bottom of the Session Overview screen.

   Tip
   Double-clicking the session name will also open the reports window.
3  Select the **report type** from the drop-down menu in the upper right corner.

- The report session header appears on all reports. The session header includes the session name, date created, active participant count, average score and the question count.

  **Note**
  The calculation for the average score is the sum of the total points for each active participant divided by the number of active participants.

**Next Steps**

For more information about the types of reports available, see *Chapter 9: Reports*. 
Exporting a Report

Reports can be exported as a CSV, Excel or HTML file.

**Note**
The computer must have Java installed to export a report as a CSV or Excel file.

How to export a report...

1. While in the reports window, click **Export** and select one of the following options:
   - **CSV** - CSV files are plain text files that can be opened with various programs.
   - **Excel** - Saves the file as a Microsoft Excel spreadsheet with native Excel charts for manual manipulation.
   - **HTML** - HTML files can be opened with an Internet browser.

2. **Name** the file and click **Save**.

Saving and Printing a PDF Report

TurningPoint allows the user to print a hard copy of the reports. The reports are printed as PDF files.

How to print a report...

1. While in the reports window, click **Print** and select **Print**.

   **Tip**
   Click **Print** and select **Preview** to view the report before printing or to save the report as a PDF.

2. Make any necessary adjustments in the Print window.

3. Click **Print**.
Results by Question

The default Results by Question report displays the following elements:

- Question text
- Question type
- Answer choices
- Responses (percentage and count)
- Chart

Checking the boxes in the right panel adjusts the details of the report. Selections will be remembered for future use. The list below provides explanations of the detail options.

- Question Statistics - Adds a table to the report under each question that displays the Mean, Median, Variance and Standard Deviation for each question.

- Difficulty and Discrimination Index - Displays the difficulty/discrimination index on a per question basis. The indexes are determined by the number of correct responses in the upper and lower halves of the participants, divided by the total responses in the top and lower groups.

\[ \text{Difficulty Index: } D = \frac{(NH + NL)}{T} \]

- \( D \) = Difficulty Index
• **NH** = Number of correct responses in the top 27%* (participants who responded with the most number of correct answers during the session)

• **NL** = Number of correct responses in lower 27%* (participants who responded with the least number of correct answers during the session)

• **T** = Number of total responses in the top and lower groups

Formula for the Discrimination Index: \( D = \frac{NH - NL}{0.5T} \)

• **D** = Discrimination Index

• **NH** = Number of correct responses in the top 27%* (participants who responded with the most number of correct answers during the session)

• **NL** = Number of correct responses in lower 27%* (participants who responded with the least number of correct answers during the session)

• **T** = Number of total responses in the top and lower groups

*If there is a tie determining the top and lower percentiles, the participants will be sorted based on the Device ID of the response device.

• Screenshots - Displays the screenshot with each question.

  **Note**
  Include Screenshots must be checked in the Anywhere preferences.

• Overall Standards - Displays the percentage of overall comprehension for each standard.
Results by Participant

The default Results by Participant report displays the following elements:

- Participant information
- Question text
- Participant response

Checking the boxes in the right panel adjusts the details of the report. The list below provides explanations of the detail options.

- Correct Answers - Displays the correct answers for each question.
- Answer Choices - Displays all of the answer choices for each question.
- Response History - Displays each response sent by the participant for each question including invalid responses.
- Response Times - Displays the length of time (in seconds) that it took with the recorded response(s). Response times will not display on merged sessions.
- Overall Standards - Displays the percentage of overall comprehension for each standard.
- Active Participants Only - Displays the results of the participants that responded to at least one question in the session. Participants that sent feedback or an invalid are also displayed.
Results Detail

The default Results Detail report displays the following elements:

- Participant information
- Participant response
- Participant points earned
- Score (overall percentage)
- Participant list averages (points and percentage)
- Answer Key
- Participant List Averages

Checking the boxes in the right panel adjusts the details of the report. The list below provides explanations of the detail options.

- Participants - Select the type of participant information to be displayed.
- Active Participants Only - Displays the results of the participants that responded to at least one question in the session. Participants that sent feedback or an invalid are also displayed.
- Answers - Displays the question/answer columns.
- Expand - Widens the question/answer columns.
- Total Points - Displays the Total Points column.
- Score - Displays the Score column.
Results by Demographic

The default Results by Demographic report filters the following elements by selected demographic(s):

- Question text
- Question type
- Answer choices
- Responses (percentage and count)
- Chart

Checking the boxes in the right panel adjusts the details of the report. The list below provides explanations of the detail options.

- Question Statistics - Adds a table to the report under each question that displays the Mean, Median, Variance and Standard Deviation for each question.
- Screenshots - Displays the screenshot with each question.

**Note**

Include Screenshots must be checked in the Anywhere preferences.

- Overall Standards - Displays the percentage of overall comprehension for each standard.
• Demographics - Check a box next to the demographic(s) to be displayed.

Note
Any demographic assigned from a slide or a participant list will be displayed. If a slide was selected to “save to participant list” and is present in the session, it will be displayed twice.
Comparative Results

The Comparative Results report allows a user to select two questions from the session and compare them side-by-side.

Select the questions to be compared from the drop-down menus on the panel on the right.

Check the Display Question boxes to display the question text from each selection.
Session Log Report

The Session Log Report displays a log of session events and/or messages in chronological order.

Checking the boxes in the right panel adjusts the details of the report. The list below provides explanations of the detail options.

- **Session Events** - Displays session events from the report.
- **Messaging** - Displays all instances of message events from the report.
- **Participant Information** - Select the type of participant information to be displayed.