L. Create Content

A. PowerPoint Polling

1. Open Turning Point

2. Select **New/PowerPoint** from the Content tab

3. Select the type of question you want from the **New** dropdown menu
3. Select the desired preferences

4. Select desired options from the **Objects** icon

**B. Anywhere Polling**

1. Select **New/Question List** from the Content tab
2. Name your question list

3. Select the type of question and desired Question Options

4. Add the next question by selecting **Add** from the Question dropdown menu
5. Continue that process. Select **Save and Close** when finished.

II. Set-up Response Devices

A. Log In

1. Insert your Turning Point receiver (dongle)

2. Select **Click to Connect** on Polling tab screen

**Note:** You will see the receiver channel indicated on this screen. Students using Turning Point clickers must be on this same channel.
3. Input your username and password.

4. You will receive a **Session ID** number. This is the number you will need to give participants who are using personal devices. (Notice the number shows up on the polling tab screen.)

4. Select **Allow Guests**

5. Select **Do not prompt participants to enter user information** (This will allow participants to use their personal devices without having an account)

6. Select **Login** to continue
B. Clickers

1. Make sure Channel is the same number shown on the Polling screen (see 2 A in Login section of this handout).

2. To change the channel:
   a. Select the Channel button
   b. Enter the correct number
   c. Select OK

   **Note:** If clicker is not responding, change to the correct channel even if it indicates that it is already on that channel.

3. To answer a question:
   a. Select your response (it is not necessary to press anything else)
   b. The exception to this is when more than one answer is accepted. (In this case you may need to enter OK)

C. Responseware

1. Students must download the Responseware app

2. Enter Session ID# (see 4 in Login section) and Join

   **Note:** Participants do not need to login or register for an account unless instructor wants to gather individual student data. (The instructor must select Do not prompt participants to enter user information when setting up Login. See part 4 in Login section of this handout.)
D. Remote Poll

1. This option is used when 2 remote sites are using the Turning Point clickers *(This is only available for PC)*

2. Both sites must have a Turning Point receiver (dongle)

3. The site running the polling session logs in.

4. The Remote site must download the Remote Poll software

5. Open the Remote Poll software and enter the **Session ID#**

   ![Remote Poll Software](image)

   **Note:** The same could be accomplished by using Responseware if all participants have their own device.

6. Select **Start Session**

III. Run Session

A. PowerPoint Polling

1. Login to Turning Point

2. You can create a new poll by selecting **New/PowerPoint**
3. You can also select a saved PowerPoint from the list on the Content tab.

4. Once you are already logged into Turning Point and PowerPoint, you can start a new poll by going to File/New and then selecting the Turning Point tab on the PowerPoint Toolbar.

5. The Turning Point toolbar contains everything you need to create new polling questions.

6. To run the poll, just run the slide show.
7. A polling toolbar will appear at the top of the screen

a. You will see the number of responses

b. To close the poll, advance the slide

c. You will see the results and another toolbar. Select **repol question** icon to have participants redo that question.

d. Continue the poll by advancing to the next slide

B. Anywhere Polling

1. To create an Anywhere Polling Question List, see part I. B. in this handout.

2. To run an existing Anywhere Poll follow these steps:

   a. Select the saved Question list on the Polling tab

   b. Select **Anywhere Polling**
c. The Anywhere Polling toolbar will appear on the screen. Select the arrow to start polling.

d. Select the square to close polling

e. Select question you want to repeat from dropdown menu

f. To continue polling the next question, select the white arrow. Continue until poll is finished.

IV. Save Results for the following reasons:

1. You will use the same poll again
2. You want to save the result data
3. You have added or modified the original polling questions.