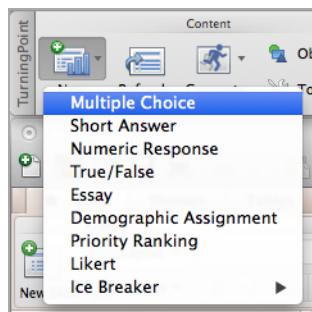



PowerPoint Polling for Mac Quick Start Guide

Before the Presentation

Creating the Presentation

- 1 Open TurningPoint and sign in to your account.
- 2 Click **PowerPoint Polling**.
PowerPoint opens with the TurningPoint toolbar.
- 3 Open a new or existing **PowerPoint presentation**.
- 4 Click **New** from the TurningPoint toolbar and select **Multiple Choice**.

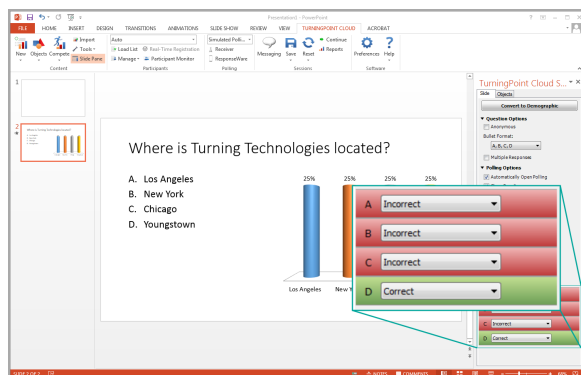


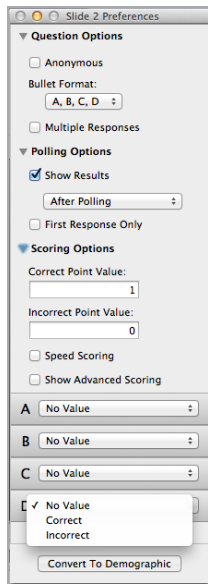
- 5 Type the **question** and up to **10 possible answer choices**.
- 6 Click the **Refresh**  icon. The Refresh icon must be clicked anytime an edit is made to a slide.

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.

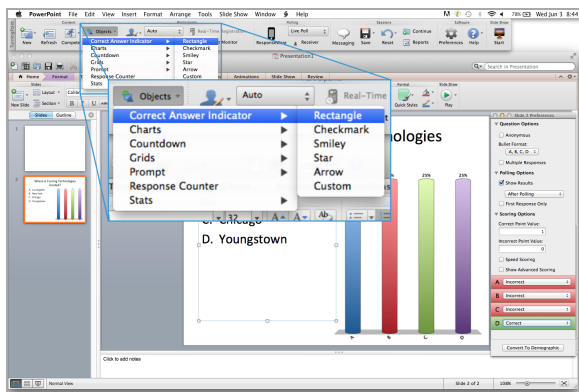




NOTE

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*.

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




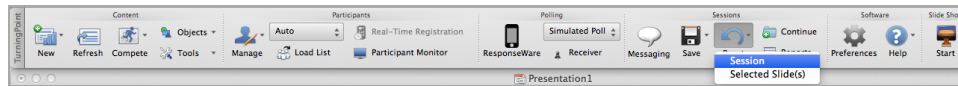
Saving the Presentation

- 1 Click **File**, mouse over **Save As** and save your PowerPoint presentation to the location you typically save your files.
- 2 Exit 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**.



- 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 saving results is desired).
- 12 **Close** PowerPoint to return the TurningPoint dashboard.

After the Presentation

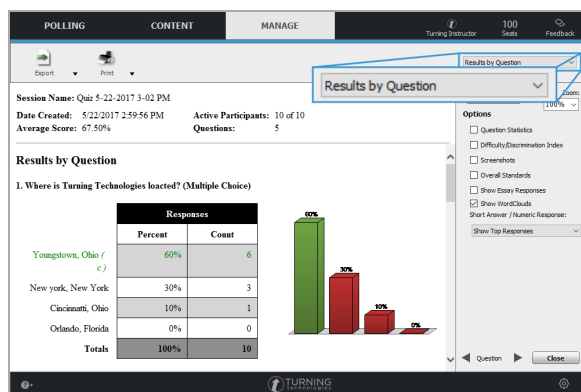
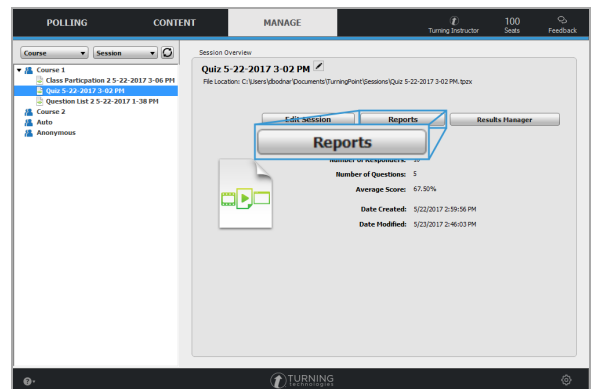
Generating Reports

- 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.