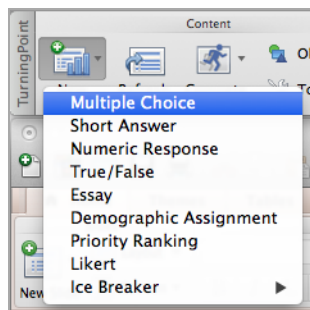


# PowerPoint Polling For Mac

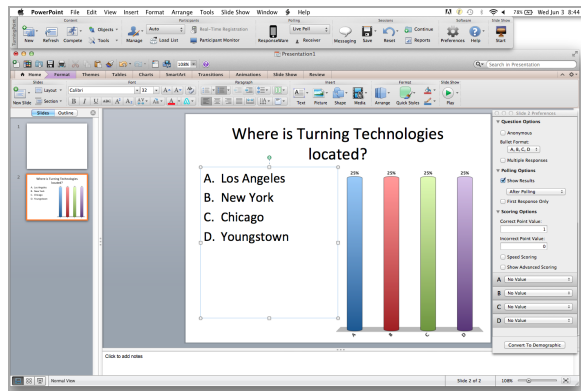
## Before the Presentation

### 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 a new or existing **PowerPoint presentation**.
- 4 Click **New** from the TurningPoint Cloud toolbar and select **Multiple Choice**.



- 5 Type the **question** and up to **10 possible answer choices**.

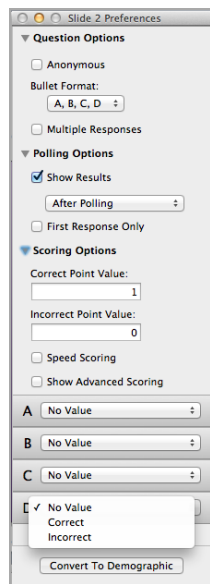
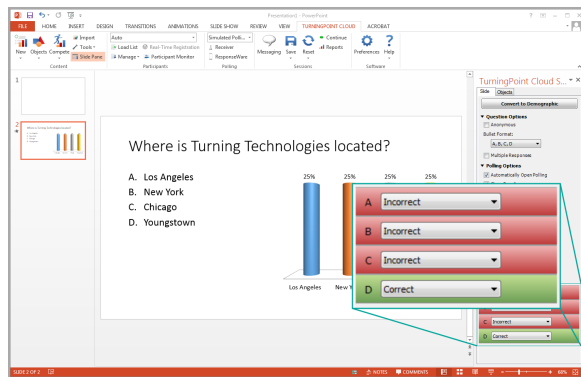


- 6 Click the **Refresh**  icon. The Refresh icon must be clicked anytime an edit is made to a slide.

### 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.

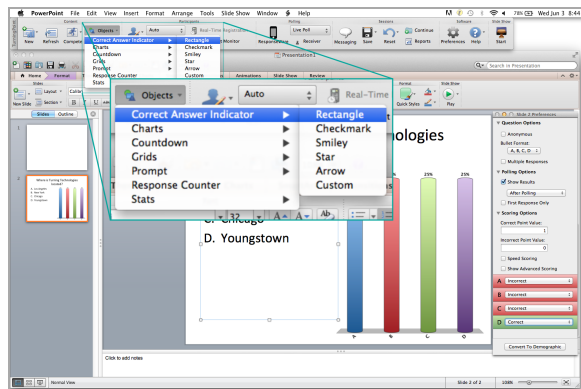
- 1 In the *Slide Preferences Pane*, click to expand **Scoring Options**
- 2 Select the correct answer from the drop-down menu.



### 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 Cloud toolbar.
- 4 Mouse over **Correct Answer Indicator** and select the indicator of your choice.



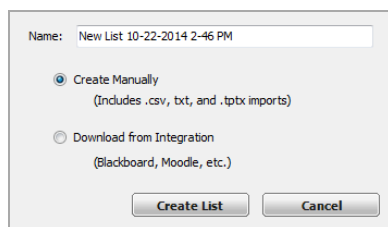
## Saving the Presentation

- 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 Cloud Dashboard opens.

## Creating a Participant List

It is recommended to import your participant list from either Turning Account or, if you use an LMS, from the integration. See [LMS Documents](#).

- 1 Select the **Manage** tab.
- 2 Click the **Participant List** drop-down menu and select **New**.  
The *Create Participant List* window opens.

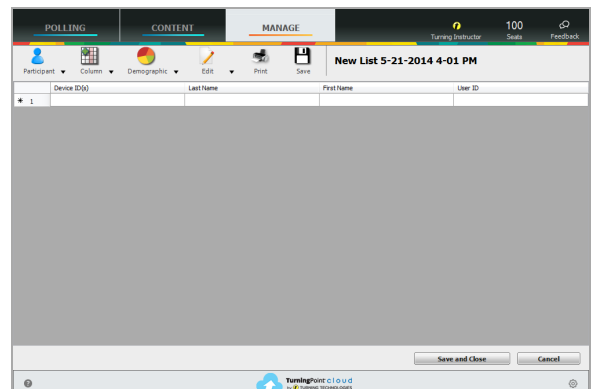


A dialog box titled 'Name: New List 10-22-2014 2-46 PM'. It contains two radio buttons: 'Create Manually (Includes .csv, txt, and .tpx imports)' which is selected, and 'Download from Integration (Blackboard, Moodle, etc.)'. At the bottom are 'Create List' and 'Cancel' buttons.

- 3 **Name** the participant list, select the **Create Manually** radio button and click **Create List**.  
The *Participant List Editor* is displayed.
- 4 Double-click a **cell** and enter the participant information relevant to that particular category. For example, enter the participant's last name under the Last Name column.

### TIP


It is also possible to copy and paste text from an Excel file directly into the *Participant List Editor*.



The 'Participant List Editor' interface shows a table with columns: Device ID(s), Last Name, First Name, and User ID. The table is currently empty. Above the table is a header bar with 'New List 5-21-2014 4-01 PM'. At the bottom are 'Save and Close' and 'Cancel' buttons. The interface is part of a larger dashboard with tabs for POLLING, CONTENT, and MANAGE.


- 5 Press **Enter** on the keyboard to add another participant.
- 6 When finished, click **Save and Close** to save the participant list and return to the *Participant List Overview* screen.

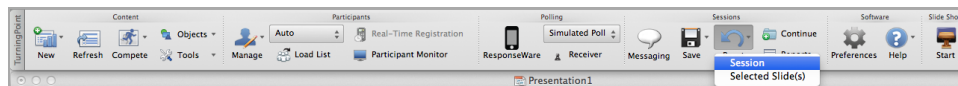
### NOTE

A manually created participant list is identified by  in the left panel and *Participant List Overview*.

# During the Presentation

## Running the Presentation

- 1 Plug in the **receiver**  (if using clickers).
- 2 Open TurningPoint Cloud and sign in to your Turning Account.
- 3 Verify the receiver connection and/or connect to 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 Cloud 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 Cloud toolbar and select **Save Session** (if desired).

# After the Presentation

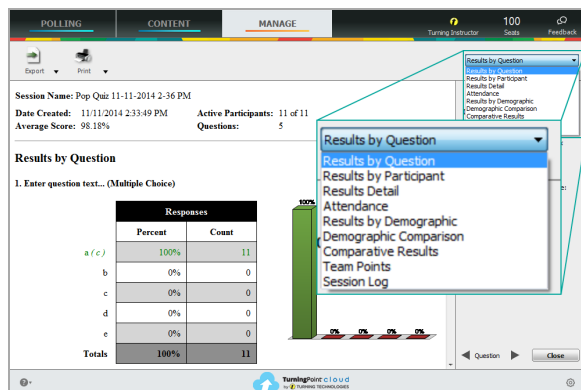
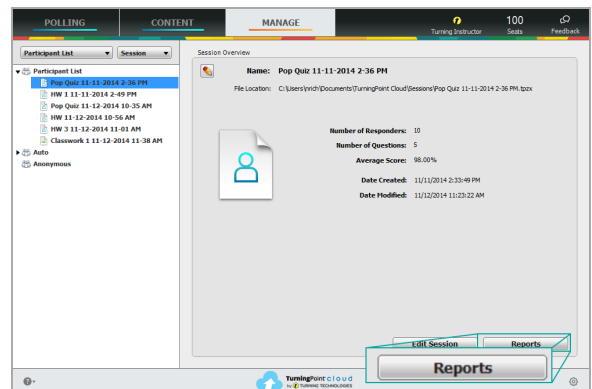
## Generating Reports

- 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.
- 4 Select a report from the **drop-down menu**.



- 5 Click **Close** when finished.