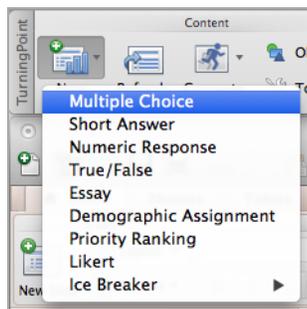


PowerPoint Polling For Mac

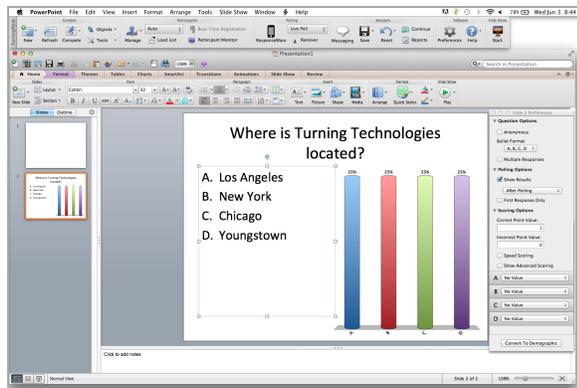
Before the Presentation

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**.

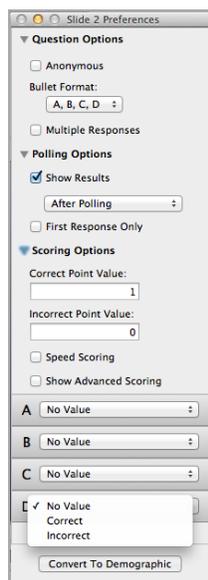
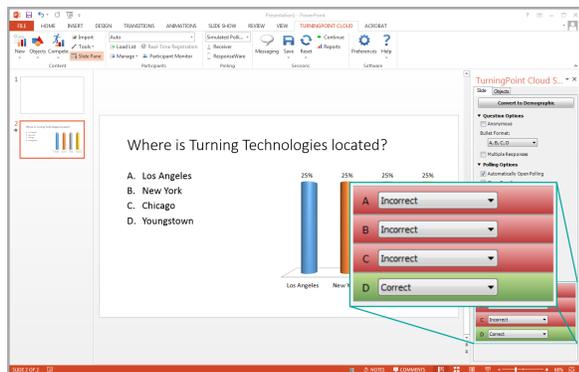


- 6 Click the **Refresh**  icon. The Refresh icon must be clicked anytime an edit is made to a slide.

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.

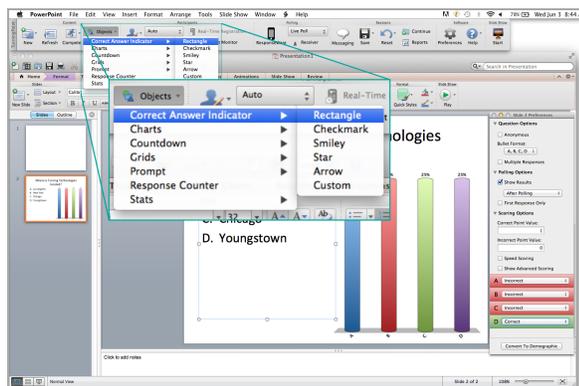
- 1 In the *Slide Preferences Pane*, click to expand **Scoring Options**
- 2 Select the correct answer from the drop-down menu.



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.

- 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*.

- 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

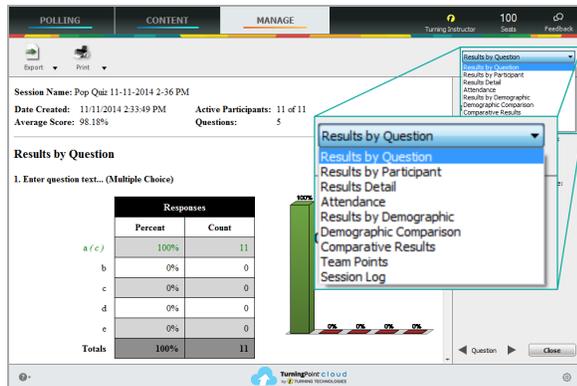
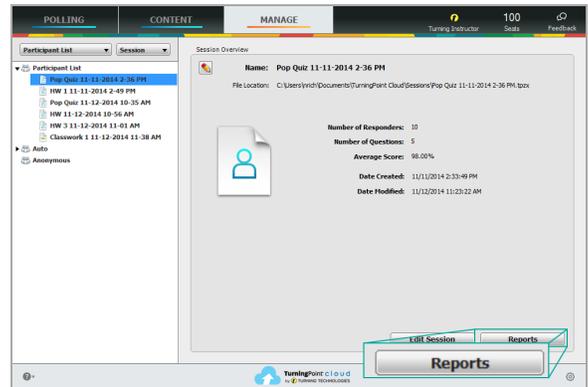
Generating Reports

- 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.