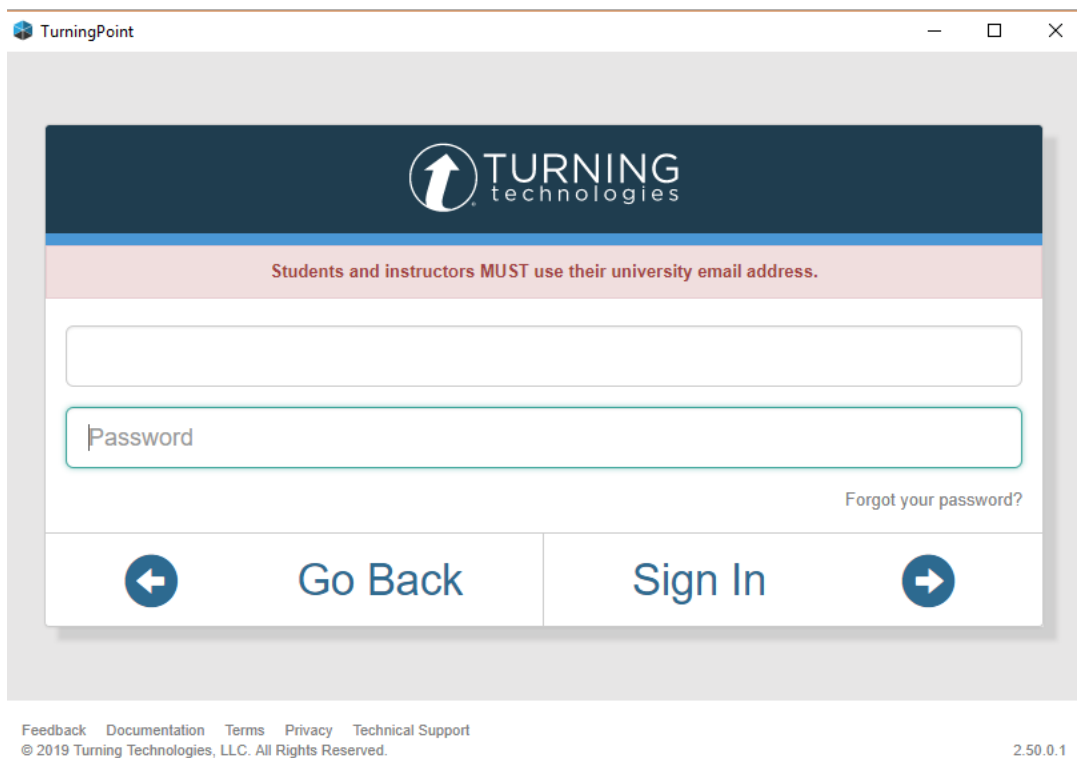


## Using TurningPoint How-To

1. **Launch TurningPoint App** by clicking on the icon to looks like:



2. **Sign into TurningPoint.** If you are not giving a lecture, please use your personal TurningPoint account. When giving a lecture, please use the generic login so that you have access to the correct roster of students. The generic logins can be found on the podium. If you are giving a lecture from your office and need the generic login, please email [edtechsom@ttuhsc.edu](mailto:edtechsom@ttuhsc.edu) for the username and password. If you have not yet created a personal account, please refer to the **TP Account and Software How-To**.

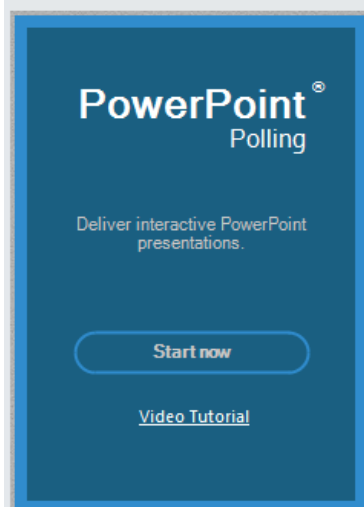
A screenshot of the TurningPoint login page. The page has a dark blue header with the TurningPoint logo and the text "TURNING technologies". Below the header is a red banner with the text "Students and instructors MUST use their university email address." There are two input fields: one for the email address and one for the password. The password field is labeled "Password" and has a "Forgot your password?" link to its right. At the bottom of the login area are two buttons: "Go Back" with a left arrow icon and "Sign In" with a right arrow icon. The footer contains links for "Feedback", "Documentation", "Terms", "Privacy", and "Technical Support", along with the copyright notice "© 2019 Turning Technologies, LLC. All Rights Reserved." and the version number "2.50.0.1".

3. If you are giving a lecture and wish to **activate a participant list** and track student usage, click on the appropriate course titled Class of 20## on the left hand box called Courses.



## Using TurningPoint How-To

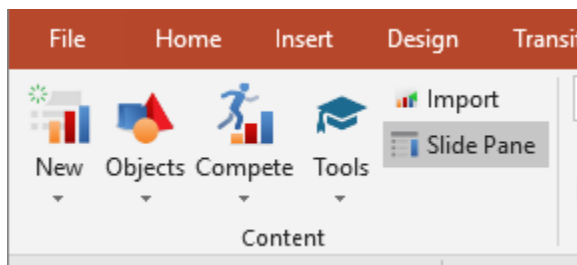
4. Click on the **Start Now button under PowerPoint Polling** to launch PowerPoint. From here you can open your presentation and add/edit content including TurningPoint questions.



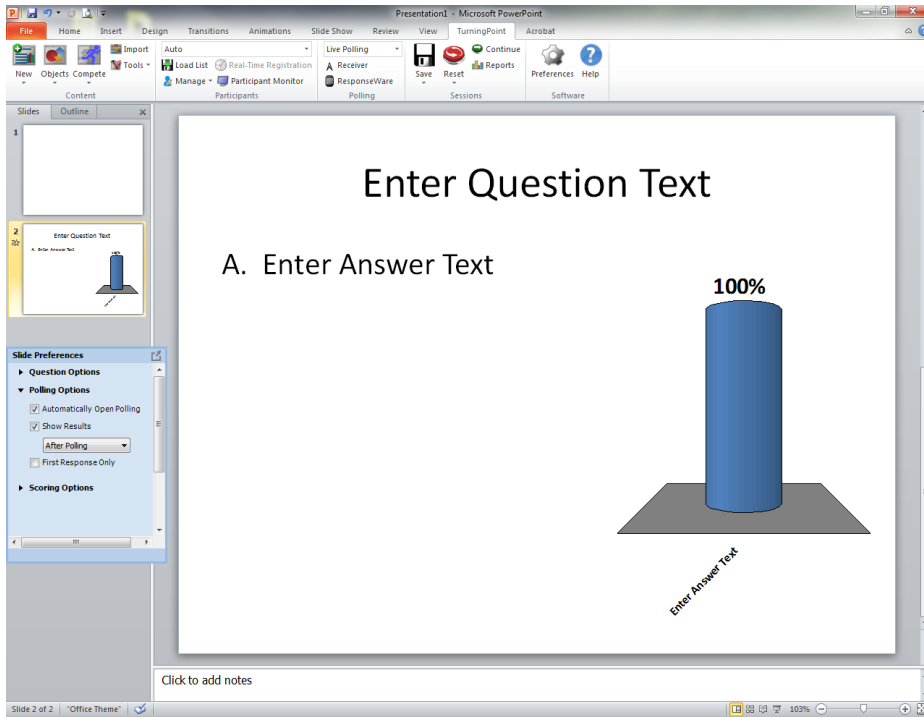
This should default you into the TurningPoint tab in PowerPoint but if not you can switch to this tab located at the top of the page.



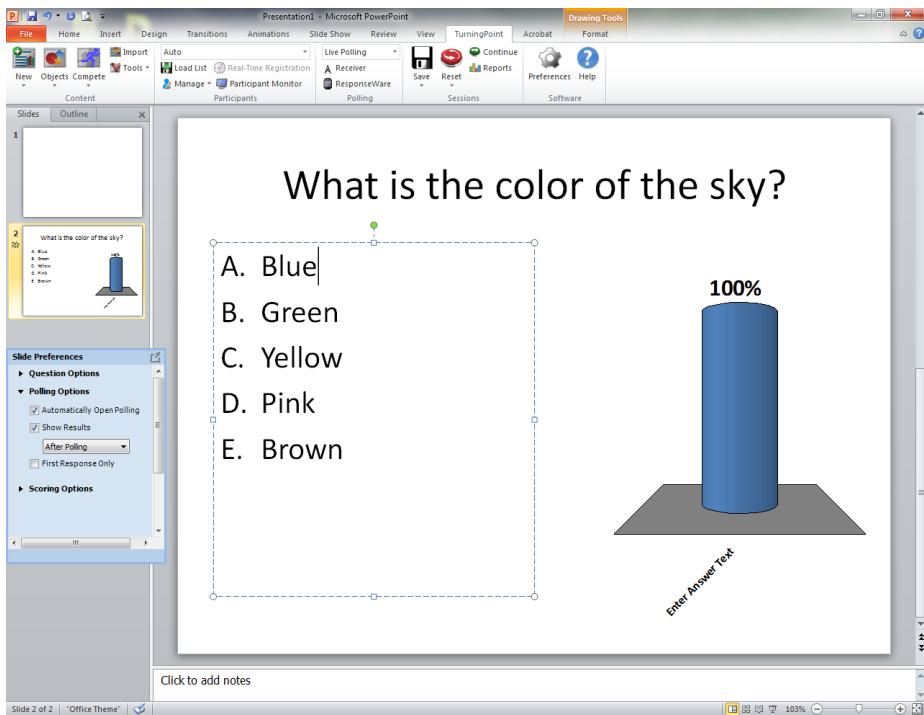
5. To **insert a multiple choice question slide**, click on New then Multiple Choice on the far left directly under the tabs.



## Using TurningPoint How-To



From here you can either type in your question and answers or cut and paste from a word document.



## Using TurningPoint How-To

After typing, or copying, your question in to the appropriate text boxes, click off of the text boxes to update your chart. (See image below)

The screenshot shows a Microsoft PowerPoint window titled "Presentation1 - Microsoft PowerPoint". The interface includes a ribbon with tabs for File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, View, TurningPoint, and Acrobat. The TurningPoint tab is active, showing options like Live Polling, Receiver, Continue, Save, Reset, Reports, Preferences, and Help. The main slide area displays a poll question: "What is the color of the sky?". Below the question are five multiple-choice options: A. Blue, B. Green, C. Yellow, D. Pink, and E. Brown. To the right of the options is a bar chart showing the results of the poll. Each bar represents an option and is labeled with "20%". The bars are colored as follows: Blue (blue), Green (green), Yellow (yellow), Pink (pink), and Brown (brown). The x-axis labels are Blue, Green, Yellow, Pink, and Brown. The y-axis represents the percentage of responses. A "Slide Preferences" pane is open on the left side of the slide, showing options for Question Options, Polling Options (Automatically Open Polling, Show Results, After Polling, First Response Only), and Scoring Options. The status bar at the bottom indicates "Slide 2 of 2", "Office Theme", and a zoom level of 103%.

What is the color of the sky?

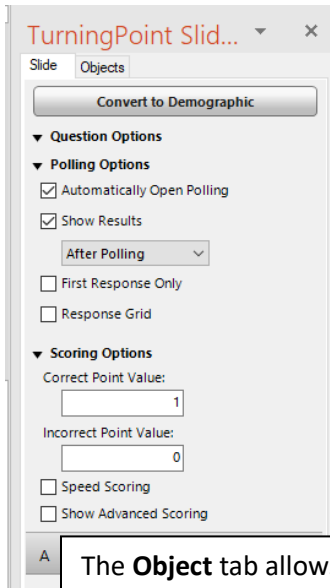
A. Blue  
B. Green  
C. Yellow  
D. Pink  
E. Brown

Option	Percentage
Blue	20%
Green	20%
Yellow	20%
Pink	20%
Brown	20%

Click to add notes

## Using TurningPoint How-To

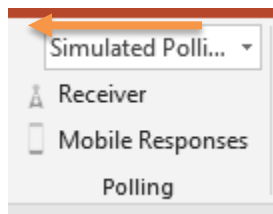
6. The **TurningPoint slide settings** might show up as free floating or may be docked on the right-hand side of the screen. This has 2 parts: Slide setting and Object setting. You can switch among those by clicking in the tabs.



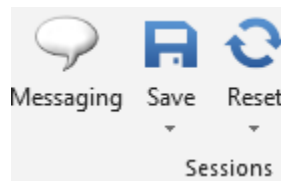
The **Slide** tab allows you to choose anonymous polling, bullet format for answers, allow multiple responses, determine when to show results, show a response grid, indicate correct answers and set a value to it, and more.

The **Object** tab allows you to choose a chart color scheme, determine the labels used at the bottom of the chart, assign a chart value and more.

7. You should **reset your slides** so that the charts have no data (especially if you previewed the slides by simulating polling).

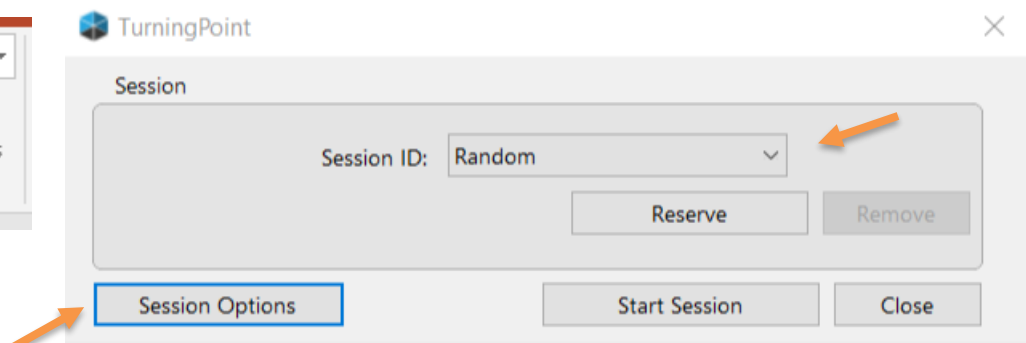
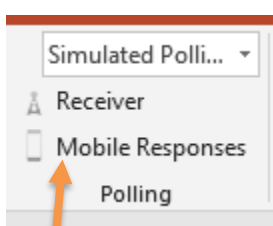


Change Live Polling to Simulated Polling to test out your slides.



Click on the Reset button to reset graphs for the entire session or individual slides.

8. When you are ready to give your presentation, click on **Mobile Responses** to open a mobile session.

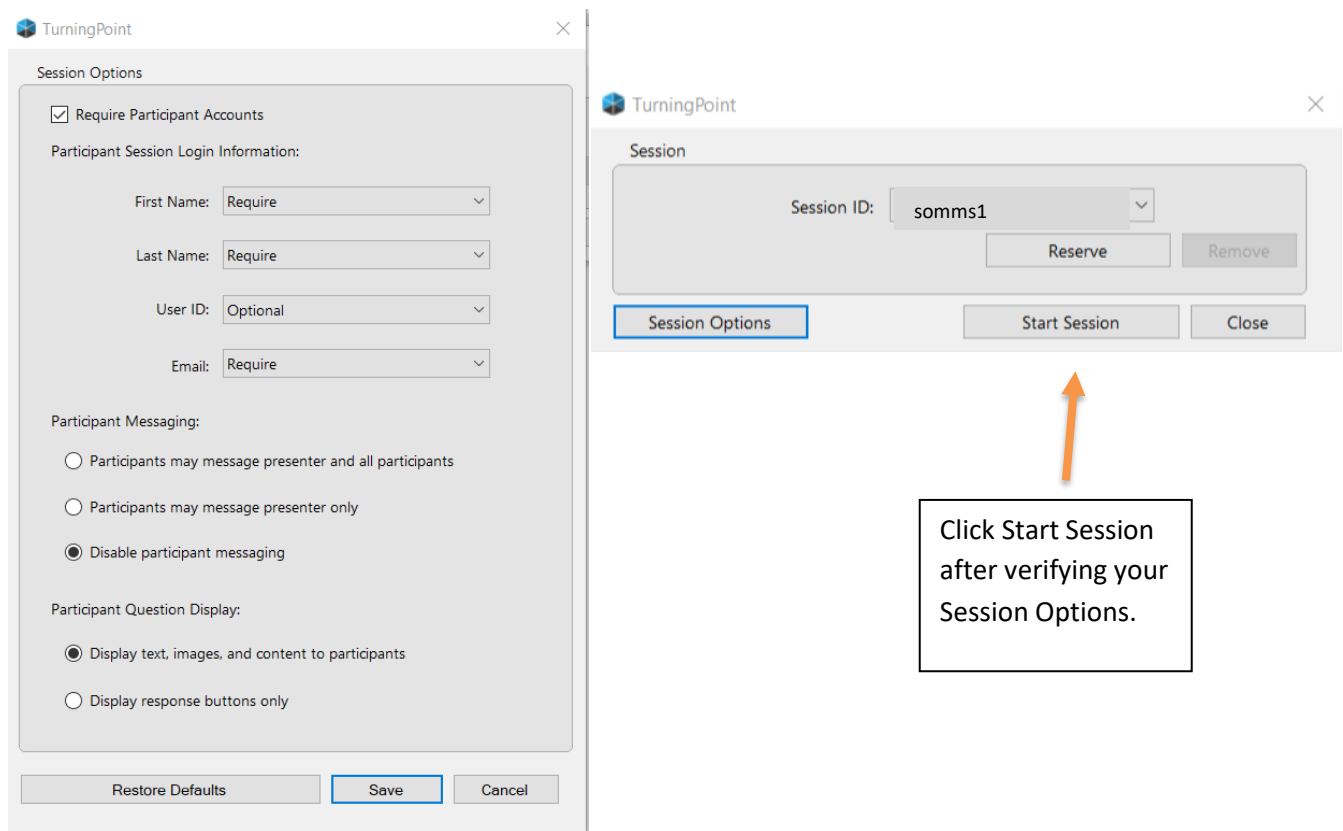


## Using TurningPoint How-To

Enable Mobile Responses to allow students to use their cell phones or laptops to answer questions. Before clicking Start Session, verify your Session Options. Options include: Requiring Participant Accounts (this will force students to log in with their accounts, helps us keep a log of users), Enabling or Disabling participant messaging, and how to display questions.

Alternatively, you can use the Reserved Session ID by selecting it in the drop down list before clicking Start Session. This is a great option if you want all of the students to use the same Session ID for all lectures, making it easier for them to remember.

This is an example of our recommended Session Options:



The image displays two overlapping windows from the TurningPoint software. The left window, titled "Session Options", contains the following settings:

- Require Participant Accounts
- Participant Session Login Information:
  - First Name: Require
  - Last Name: Require
  - User ID: Optional
  - Email: Require
- Participant Messaging:
  - Participants may message presenter and all participants
  - Participants may message presenter only
  - Disable participant messaging
- Participant Question Display:
  - Display text, images, and content to participants
  - Display response buttons only

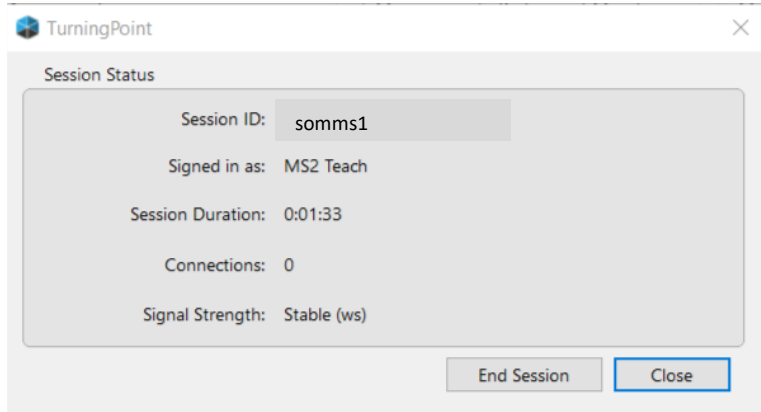
Buttons at the bottom of the "Session Options" window include "Restore Defaults", "Save", and "Cancel".

The right window, titled "Session", shows a "Session ID" dropdown menu set to "somms1". Below the dropdown are "Reserve" and "Remove" buttons. At the bottom of this window are "Session Options", "Start Session", and "Close" buttons. An orange arrow points from a text box below to the "Start Session" button.

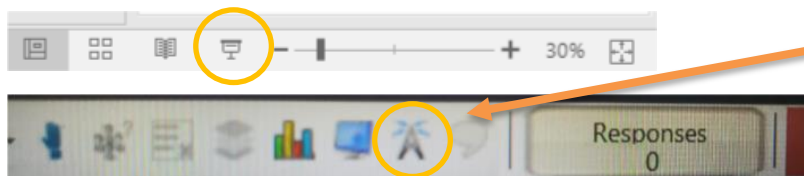
Click Start Session after verifying your Session Options.

## Using TurningPoint How-To

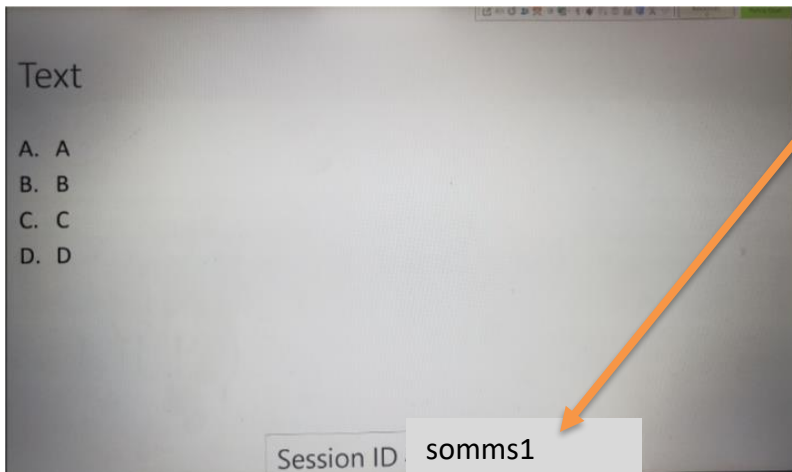
A screen will pop up with your session information, you can leave this open or Close it but do not click End Session until you are finished with your presentation. This does have your Session ID on it if you want to tell your students verbally the number or if doing zoom, put in the chat. There is another place you can show this as well.



9. Start your Presentation by clicking on the Slide Show button.



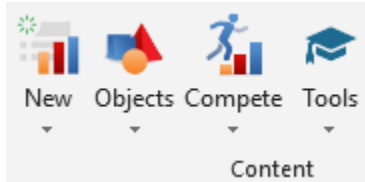
Click the Show Session Information button to show the Session ID on the screen. This can be toggled on and off as needed.



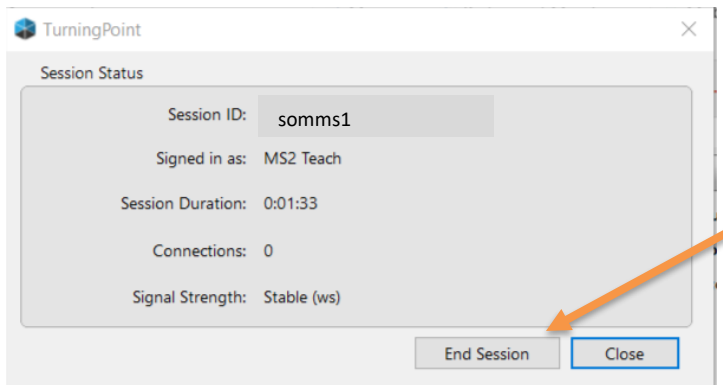
## Using TurningPoint How-To

NOTE: TurningPoint supports several different types of questions, not just Multiple Choice. Feel free to use whatever type of question you feel best fits your needs.

Also, under the **Objects button** there are some additional advanced settings you can play around with including correct answer indicators and countdown clocks.



10. **Close your Mobile Session**, when finished with your presentation. If you left the pop up just click End Session. If you closed the session, you can click on Mobile Responses from the TurningPoint tab like you did to Start the session. Which will allow you to click End Session.



### QUICK GUIDE REMINDER:

- Launch TurningPoint and sign in to the appropriate account
- Choose the appropriate participant list (recommended)
- Make sure that you have reset your slides
- Make sure that you are on Live Polling
- Enable mobile responses
- Select a reserved Session ID (recommended)
- Start your presentation
- Show Participant ID (if needed)
- End Session for mobile responses

If you need additional help with TurningPoint, please contact [edtechsom@ttuhsc.edu](mailto:edtechsom@ttuhsc.edu).