Using TurningPoint How-To

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

![TurningPoint App Icon]

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 for the username and password. If you have not yet created a personal account, please refer to the TP Account and Software How-To.

![TurningPoint Login Screen]

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.

![TurningPoint Course List]

- Auto
- Class of 2022
- Class of 2022 (1)
- Class of 2023
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.

![PowerPoint Polling](image)

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

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

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

![Image of TurningPoint Session Options]

Click Start Session after verifying your Session Options.
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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.
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.