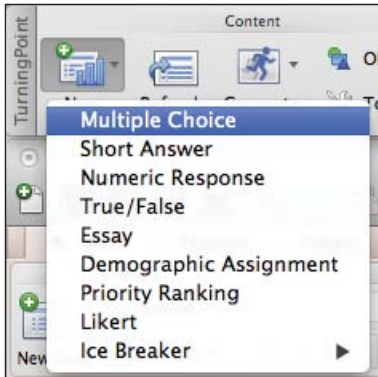# PowerPoint Polling for Mac

TurningPoint
desktop

CREATING THE PRESENTATION

Add Question Slides

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.

Select Correct Answer and Add Objects (Optional)

1. In the *TurningPoint Slide Pane* to the right of the slide, 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.
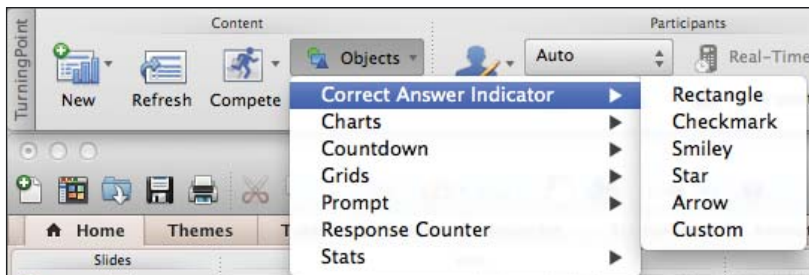
Save the Presentation

1. **Save** your PowerPoint presentation to the location you typically save your files.
2. **Close** PowerPoint.
   The TurningPoint Dashboard opens.

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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 **enable** mobile responses.
4. Select a **course** (optional).
5. Click **PowerPoint Polling**.
6. Open your **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.

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 center of the *Session Overview* pane.
4. Select a report from the **drop-down menu**.
5. Click **Close** when finished.