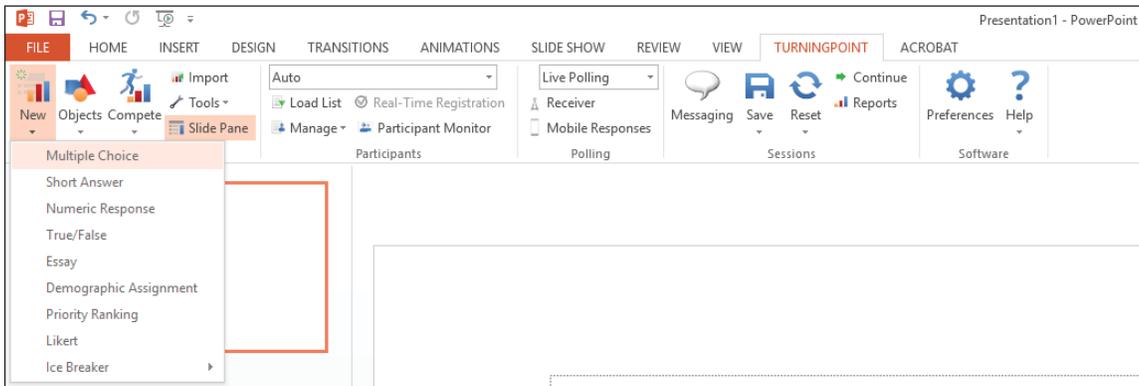# PowerPoint Polling for PC

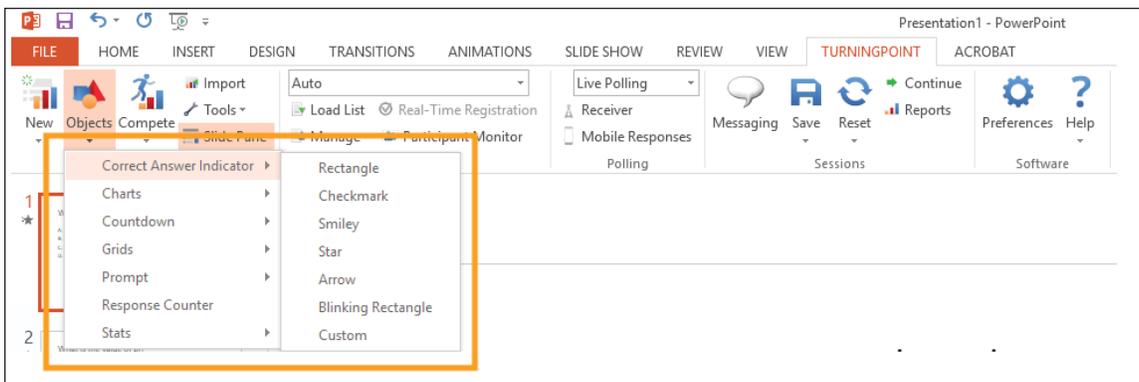## CREATING THE PRESENTATION

Add Question Slides
1. Open TurningPoint and sign in to your account.
2. Click **PowerPoint Polling**.
   PowerPoint opens with the TurningPoint ribbon.
3. Open a new or existing **PowerPoint presentation**.
4. Click **New** from the TurningPoint ribbon and select **Multiple Choice**.

5. Type the **question** and up to **10 possible answer choices**.
6. Click outside of the answer box.

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**.
3. Click **Objects** from the TurningPoint ribbon.
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.

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**.
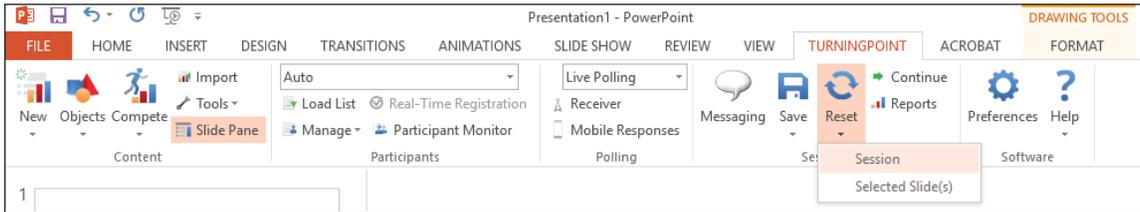
8. Start the Slide Show.
9. Polling will open automatically on a question slide. Advance the slide to close polling and display the results.
   Continue advancing through the presentation.
10. When finished running the presentation, click **Save** from the TurningPoint toolbar and select **Save Session** (if saving results is desired).
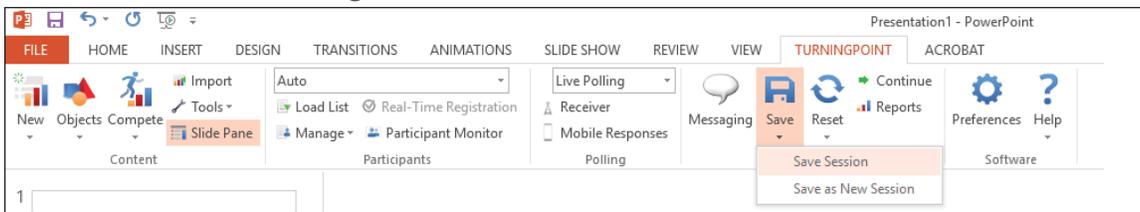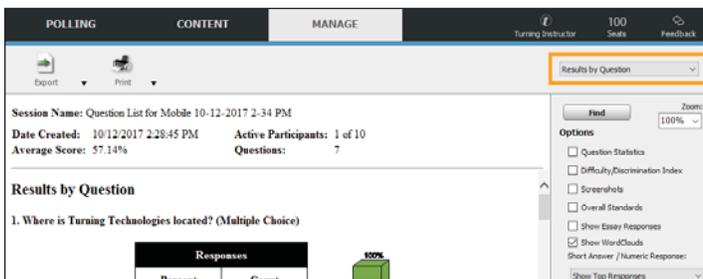

11. **Close** PowerPoint to return the TurningPoint dashboard.

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.