

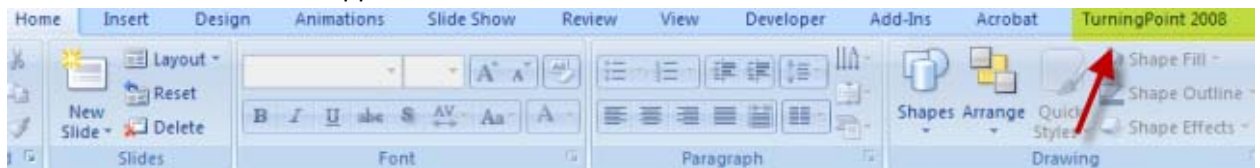
## Creating an interactive presentation using TurningPoint

### Step One: Install the program

1. Install the TurningPoint program to the computer to be used to run the presentation
  - a. Check the system requirement page  
<http://www.turningtechnologies.com/responsesystems/support/systemrequirements/>

### Step Two: Create Presentation Slides

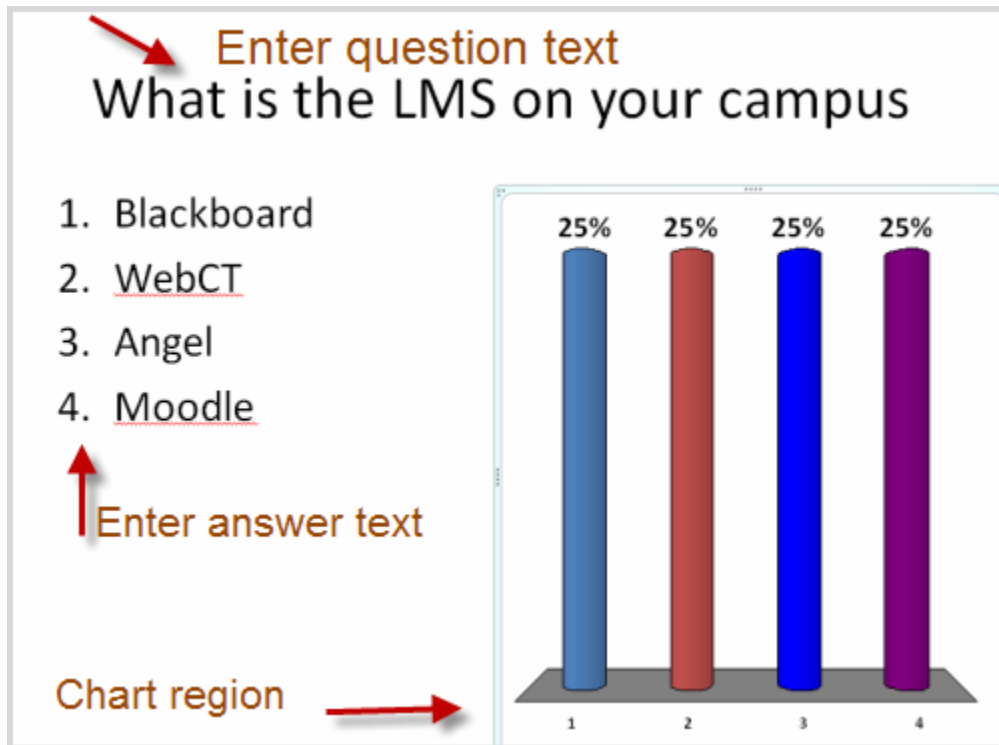
1. Open the TurningPoint 2008 icon on your computer. You will find the TurningPoint2008 tap on the tool bar in PowerPoint application



2. From TurningPoint tool bar, select Insert Slide menu. Choose one type of slide in the open menu



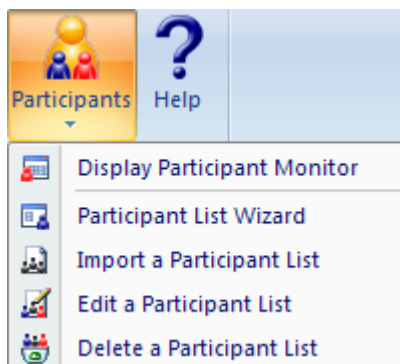
- a. In this case we select Vertical Slide
- b. Enter question text and answer text (a maximum of ten answers per slide)
- c. Select Insert Slide again to add more
- d. Save the file from PowerPoint ribbon



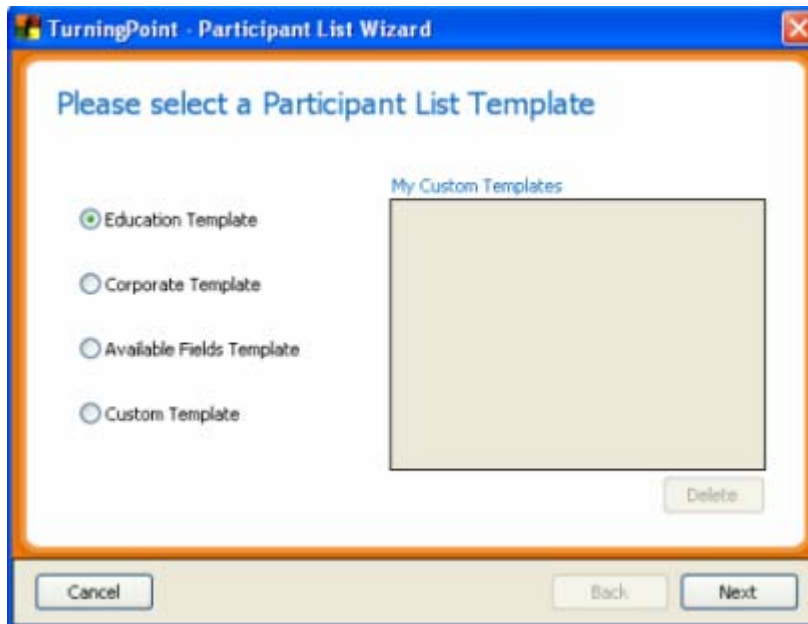
### Step Three: Create a Participant List

Participant lists identify the numbers of the audience/student who will use the response device during the presentation.

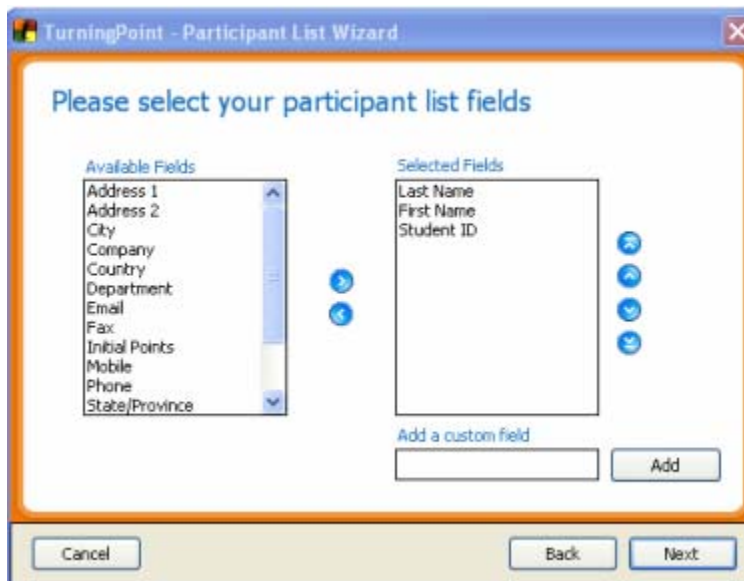
- Participant list can be imported as .xls Excel file
  - Participant list can be imported from a Blackboard course ( see Blackboard integration handouts)
  - Participant list can be created one by one manually as the instruction below
1. On the TurningPoint tool bar, select Participants -> participant list wizard



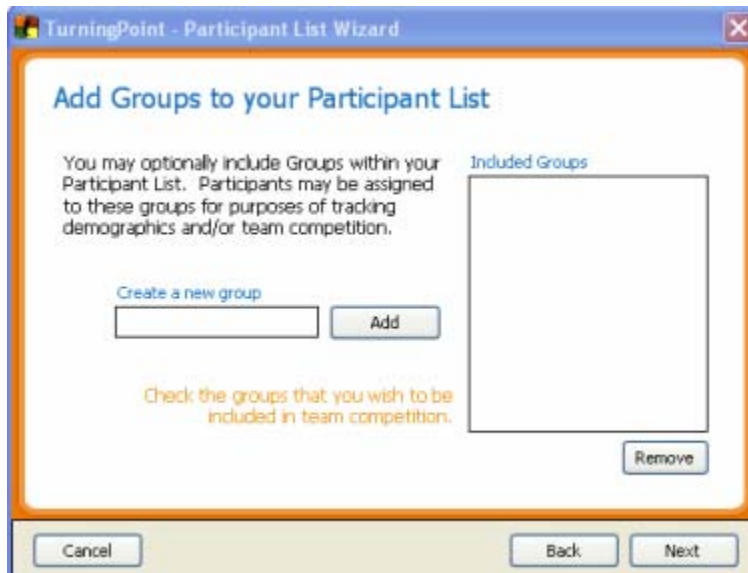
2. Select a template – we will use the Education Template in this case and click Next. You may create a new template by using Custom Template.



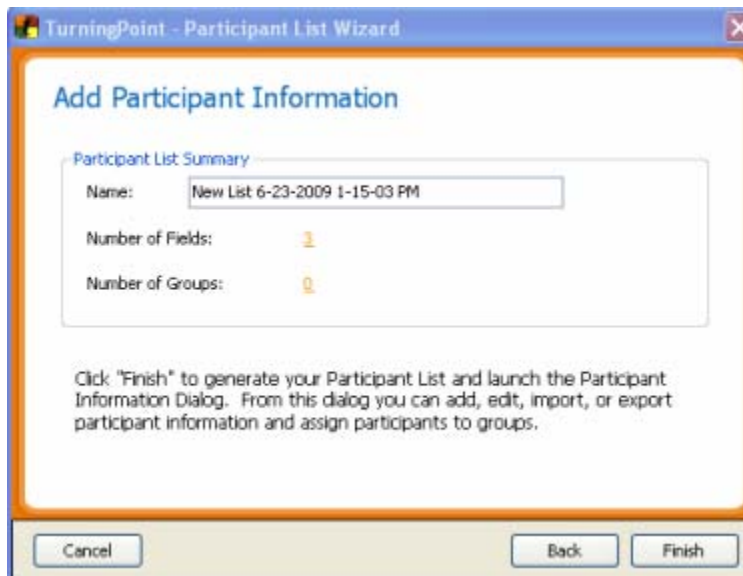
3. Use the arrow button to choose the items you need



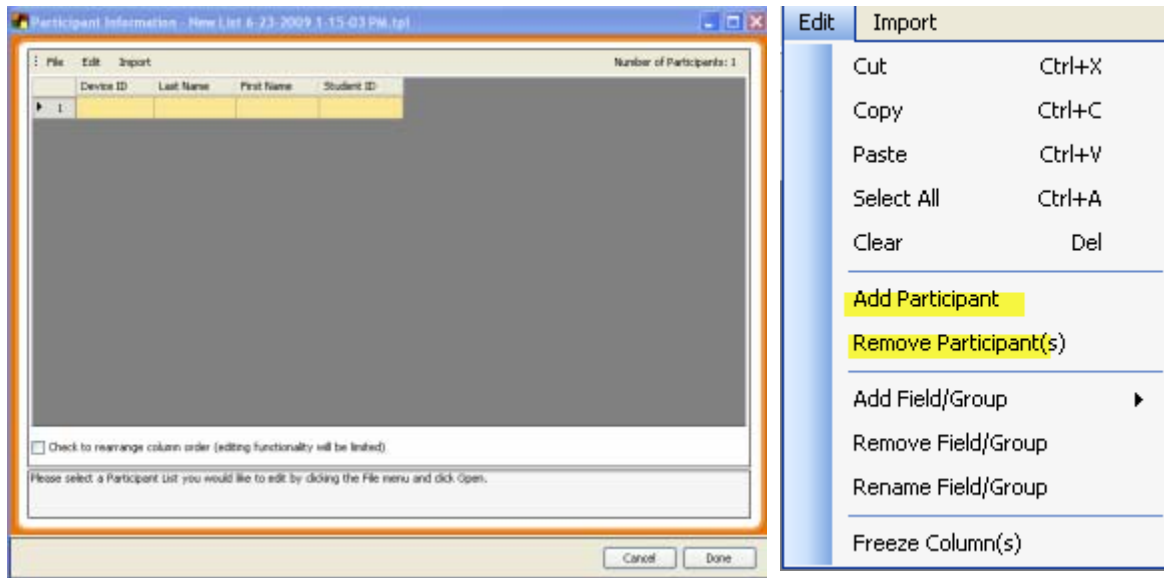
4. You may optionally include groups within your participant list for purpose of team competition. If you want to do this, enter a group name and select Add button. Repeat the steps to add more groups.



5. Select Next to display the Participant List summary screen



6. Enter the participant information in the fields.



7. To add/delete participants, select the Finish button to create the Participant List and save it to a file. Select the Done button to close the window of Participant list

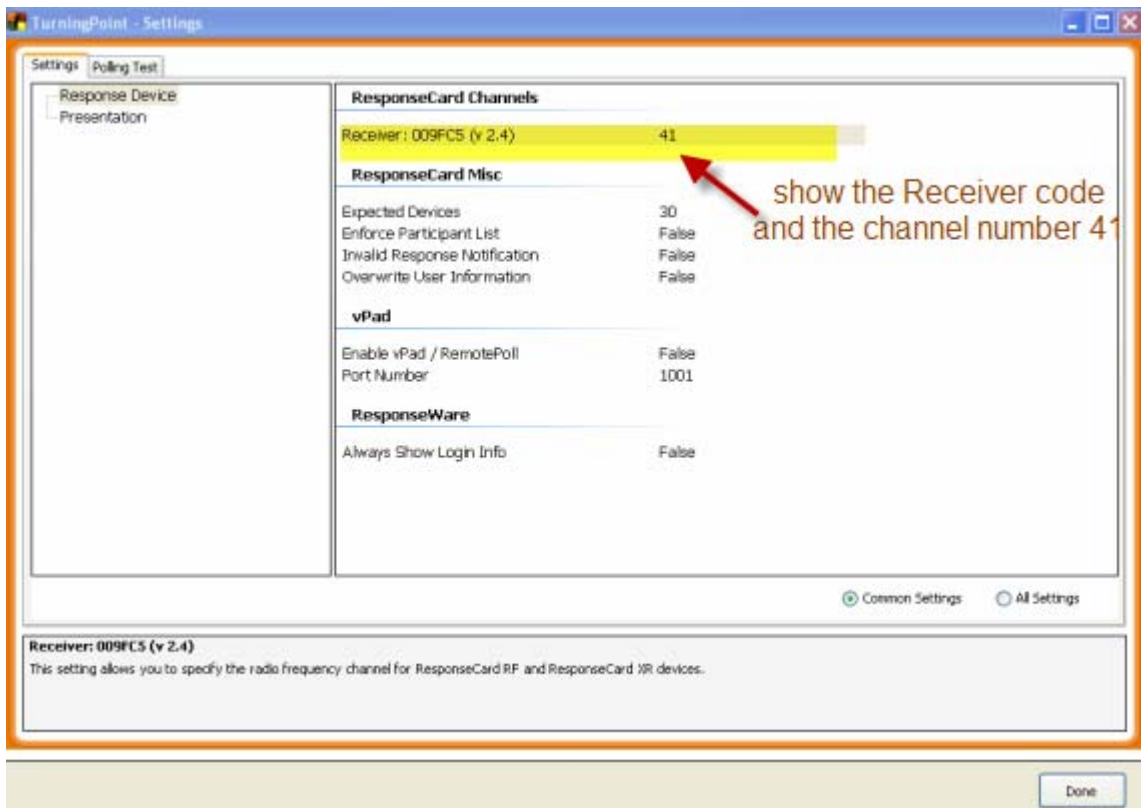
To show the Participant List: From TurningPoint tool bar, select the Participants icon and click Edit a Participant List

### **Step Four: Set up Response Devices**

1. Connect the Receiver to the USB port on your computer

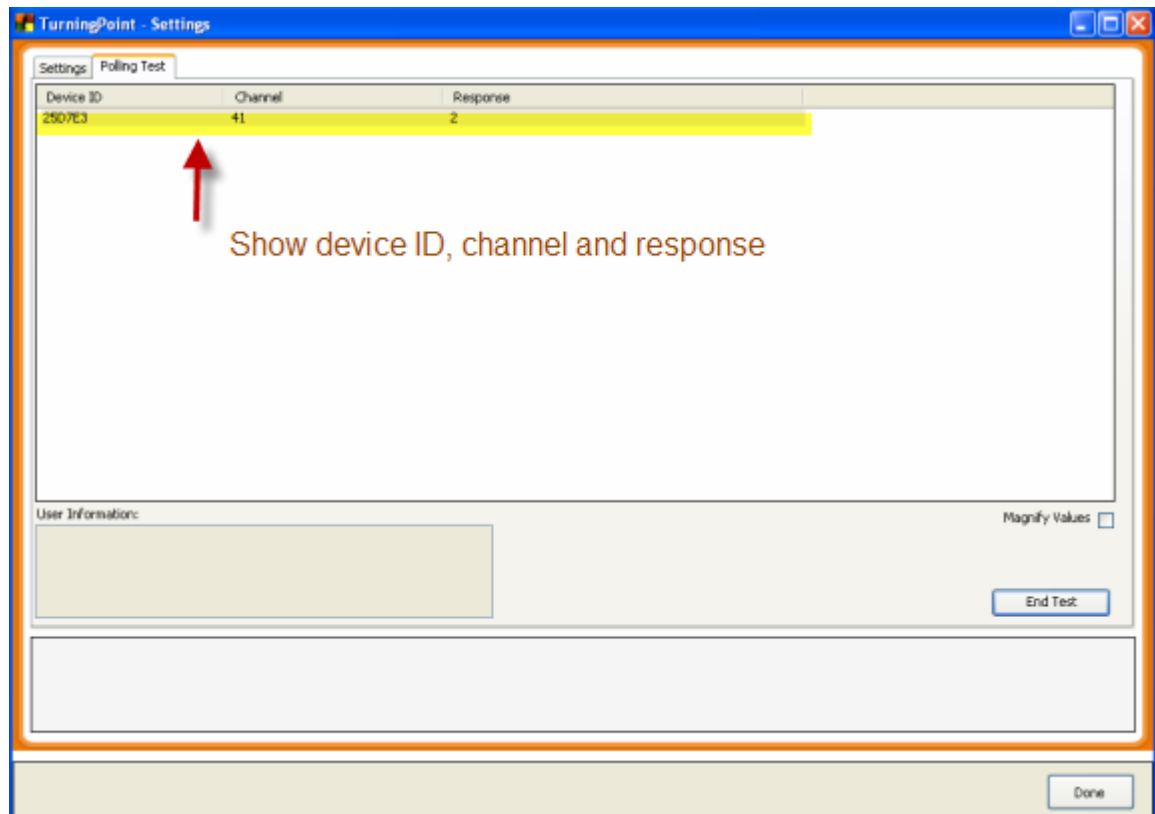


2. From the TurnPoint tool bar, select Tools -> settings-> Click Response Device



3. To check Device communication

Under Polling Test tab, click Start Test button (the ResponseCard ID at the back of the card needs to be assigned to the user). Use this screen to verify if TurningPoint can receive responses.



### **Step Five: Run, Save and Reset a Presentation Session**

TurningPoint uses PowerPoint's slide show to present the interactive slides you have created.

1. Open the TurningPoint presentation to be used
2. From TurningPoint tool bar, select the device to be used. In this case, we select Response Devices.

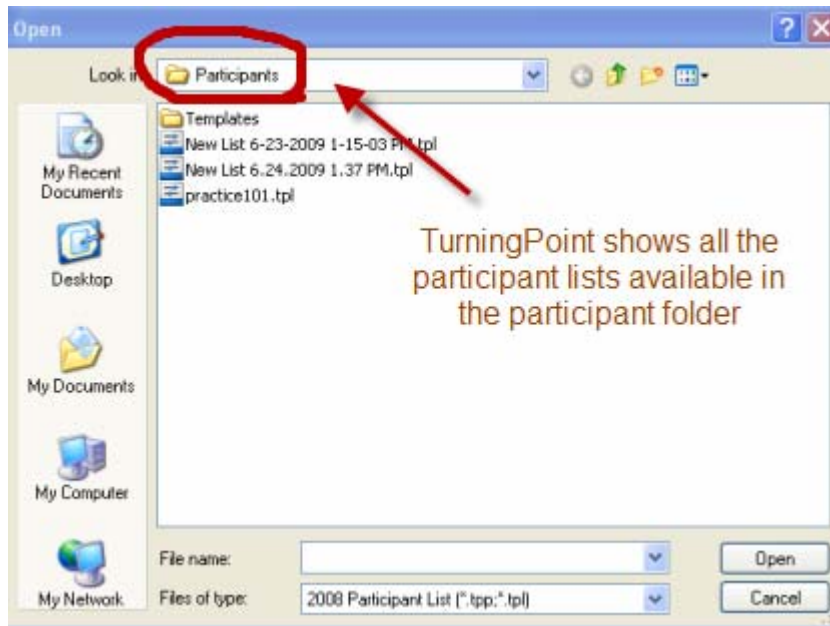


Response Devices – response device will be used during the presentation

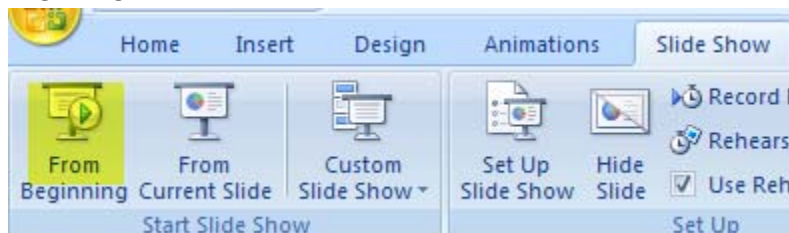
3. From TurningPoint tool bar, select Reset and click Session. This will clear any active sessions from memory.



4. Open a participant list: Click Participants icon on the TurningPoint tool bar -> Select "Edit a Participant List" from the menu -> choose the a list from the participant folder as below.



5. Start the Presentation: from PowerPoint tool bar, select Slide Show tab and click From Beginning button



6. Save session results: from TurningPoint tool bar, select Save Session button and enter a name for the session in the popup window



7. Reset the session: from TurningPoint tool bar, select Reset and click Session to clear the existing session results and allow you to run the session again for capturing new results.