

Turning Point Survey “Clickers”

Once the TurningPoint 2008 software is installed by Help Desk, click on the desktop icon. This will open PowerPoint with the TurningPoint ribbon installed.

Before starting a session, select the amount of polling devices (also known as “clickers”) to be used for the event:

1. Select The TurningPoint 2008 Icon from the Ribbon in PowerPoint
2. Select “Tools”
3. Choose “Settings”
4. Select “Response Device” under the settings tab (on the left)
5. Under the heading “Response Card Misc.” select the number next to “Expected Devices”
6. Change that number to the number of devices have been checked out
7. Click “Done” on the bottom right of the window

Surveys can be created from scratch or inserted into existing PowerPoint presentations.

To create a new survey:

1. Open the TurningPoint 2008 program
2. Name your survey on the title slide provided
3. Click “Insert Slide”
4. Select slide style from drop down list
5. Type the question to be asked in the text field
6. Type the answers below the question. These answers correspond to numbers on the clicker (i.e. 1,2,3,... 10)
7. Use the “Insert Slide” button to insert as many slides as needed
8. Save your PowerPoint file

To insert slides into an existing PowerPoint:

1. Click on the slide just above where the survey slide is going to be inserted
2. Follow steps 3 through 8.

To run the survey program

1. Open the TurningPoint 2008 program
2. Select “File” or the Office Button on the PowerPoint ribbon
3. Select “Open” from the options on the left
4. Navigate to the desired file, highlight that file, and select “open”
5. Run the slide show by selecting the slide show tab from the PowerPoint ribbon and selecting “from beginning”
6. Navigate through the presentation by using the space bar or the arrow keys

7. When the presentation comes to a page with a poll, the polling will open automatically
8. A countdown timer can be used if needed. It can be found on the “Showbar” at the top of the polling slide
9. Once the timer reaches one (1) the polling will close
10. Press the spacebar to see the results of the poll (if no timer is used skip steps 8 and 9)
11. Follow these steps for each polling slide in the presentation

Once the presentation is complete the results can be saved:

- Close the PowerPoint program (a prompt will pop up to “save changes”, click yes or no)
- The next prompt will ask if the question data needs to be saved, click “yes”
- A save window will pop up
- Choose the location to save and name the file accordingly and click the save button

To view the saved data:

- Double click a saved session and a reports window will open
- Click the open folder icon, on the top left of the window, and select the session file to be viewed
- Click the open button
- The session file will appear in the window below the open folder icon
- Double click the session to be viewed
- The reports tab will become active and a list of options will be available
- Click the plus (+) sign next to the heading “Results by Question Reports”
- 2 choices will appear
 - “Graphical results by Question”
 - “Results by Question”
- Select one or both and click the “Generate report” button on the bottom right hand side
- A prompt will pop up asking to save changes, click yes
- The Excel spreadsheet is then created