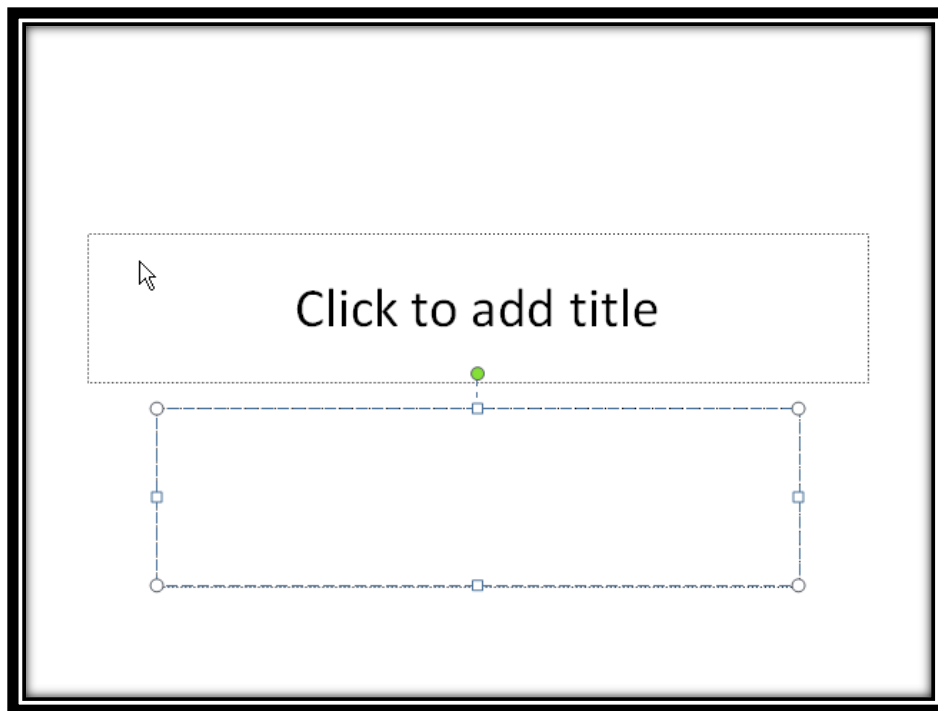


## Creating Power Point Slides

Power Point allows you to display information when using the Turning Point classroom response systems. You will need to create Power Point slides for each new Turning Point session that you initiate. Below are instructions for creating Power Point slides for Turning Point.

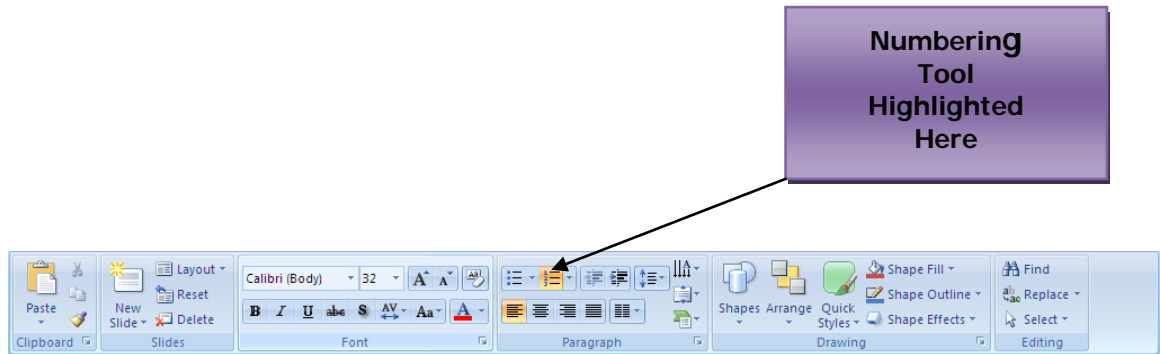
### To create Power Point slides for Turning Point:

1. Open **Power Point**. **Power Point** opens to a **Title Slide** by default (**Figure 1**).



**Figure 1**

2. Left-click in the **Click to Add Title** box. A blinking cursor appears in the center of the text box.
3. Type your question or prompt in the **Click to Add Text** text box.
4. Click the empty text box below the **Click to Add Title** text box. A blinking cursor appears in the center of the text box.
5. Hold the **Ctrl Key** down and press **L** to move the cursor to the left of the text box. The cursor is aligned left within the text box.
6. Click the **Home** tab on the **Microsoft Office Ribbon**.
7. Click the **Numbering Tool** on the **MS Office Ribbon**. A faint number appears in gray (**Figure 2**).



**Figure 2**

8. Type a response item to the right of the number.
9. Press **Enter**.
10. Repeat steps 8 and 9 to add additional response items for the question or prompt.
11. Click the **MS Office** button. The **Save As** dialog button appears.
12. Type a **File Name** in the **File Name** text box.
13. Click the **Save** button.

Now, you can to add additional slides for your Turning Point session. Below are instructions that you can use to add additional slides to your Turning Point session.

14. Click the **Home** tab on the **MS Office Ribbon**.
15. Click the down arrow to the right of the **New Slide** button located in the **Slides** section of the **MS Office Ribbon**. A menu appears with slide options, allowing you to add new slides.
16. Click the **Title Slide** option.
17. Repeat steps 1 through 10.
18. Click the **Save** button on the **MS Office** menu when you are done. You now have an existing Power Point Presentation.

## **Installing Turning Point Adapter**

The Turning Point Adapter allows you to receive student responses for questions or prompts presented during Turning Point sessions. You will need to install the Turning Point Adapter each time you conduct a Turning Point session. Below are instructions to help you install the Turning Point Adapter.

### **To install the Turning Point adapter:**

1. Locate an available USB port on your workstation.
2. Plug the adapter into the USB port. The adapter is recognized by Windows (These instructions assume that Turning Point software is already installed on the workstation.).

## Opening an Existing Power Point Presentation in Turning Point

Turning Point requires you to use a specific method to open an existing Power Point presentation. Failure to properly open an existing Power Point presentation when using Turning Point may prevent response devices from functioning properly. Below are instructions for opening an existing Power Point presentation in Turning Point.

### To open an existing Power Point presentation in Turning Point:

1. Insert the **Turning Point** adapter in to a USB port.
2. Look for an indication message on the **Windows** tray. The message should indicate that the **Turning Point** adapter is ready for use.
3. Click the **Turning Point** shortcut on the **Desktop** of your computer. Power Point opens.
4. Click the **MS Office Button**. A drop down menu appears.
5. Click the **Open** button on the drop down menu. The **Open** dialog box opens.
6. Navigate to the file you wish to open.
7. Click the file once to select it. The file is highlighted.
8. Click the **Open** button. The **Power Point** presentation opens.
9. Locate the **Slide** pane.
10. Click the slide you wish to insert a **Turning Point Object**.
11. Follow the steps 2 through 6 for **Adding Turning Point Objects to Power Point Slides**.
12. Repeat steps 9 through 11 for other slides where you wish to add a **Turning Point Object**.
13. Click the **MS Office Button**.
14. Click the **Save** button.

## Adding Turning Point Objects to Power Point Slides

Turning Point Objects allow you to display student responses. You will need to add these objects to your Power Point slides to enable students to view their collective responses. Below are instructions for adding a Turning Point Objects to Power Point slides.

1. Click the **Turning Point** icon on the Desktop of your workstation. **Clicking the Turning Point icon opens Power Point.**



**Power Point** must be opened by clicking the **Turning Point** icon. The classroom response devices may not function properly if Power Point is opened via the Programs menu or a shortcut on your desktop.

2. Click the **Turning Point** tab on the **MS Office Ribbon**. The tools on the **Turning Point** tab appear.
3. Click the **Insert Object** tool. A drop-down menu appears.
4. Move your cursor over the **Chart** option to make the chart object types on the **Chart** submenu visible.
5. Click the chart of your choice from the **Chart** submenu. The chart is added to your slide.
6. Repeat steps 2 through 5 for all of the slides you wish to add objects.
7. Click the **MS Office Button**.
8. Click the **Save** button. The **Save As** dialog box opens if this is a new presentation.
9. Type a name in the **File Name** text box.
10. Click the **Save** button.



### Changing the Position of a Turning Point Object

You may wish to change the position of your **Turning Point Object** on your slides. Follow the instructions below to make these changes.

#### To change the position of a Turning Point Object:

1. Place your cursor over the object.
2. Hold your left mouse button down.
3. Drag the object to the desired location.



### Changing the Position of a Slide Text Box

You may wish to change the position of text boxes on your slides. Follow the instructions below to make these changes.

#### To change the position of a text box:

4. Place your cursor on the border of the text box.
5. Hold your left mouse button down.
6. Drag the text box to the desired location.

## Setting Up a Turning Point Session

Conducting a successful Turning Point session requires you to verify particular settings in Turning Point. You will also be required to test the response devices you will use in your session. Below are instructions for setting up a Turning Point Session.

### To set up a Turning Point session:

1. Click the **Turning Point** tab on the **MS Office Ribbon**.
2. Click the down arrow below **Tools** on the **Tools** tool. A drop-down menu appears.
3. Click the **Settings** button on the drop-down menu. The **Turning Point Settings** box appears. The **Settings** tab is selected by default.
4. Click **Response Device** in the upper left corner of the **Settings** tab.
5. Locate the first row under **ResponseCard Channels** (located right). This row normally contains the label "Empty" and is set to a numeric value.
6. Ensure that the **Empty** slot under the section **ResponseCard Channels** (located right) is set to **41**.
7. Locate **Expected Devices** under the section **ResponseCard Misc**.
8. Ensure that **Expected Devices** is set to a number greater than the number of participants for your **Turning Point** session.



### Expected Devices

The **Expected Devices** setting is set to 30 by default. It is not always necessary to adjust this setting.

9. Click the **Polling Test** tab.
10. Click the **Start Test** button.
11. Press a button on each of the response devices you wish to use with your participants. Codes for each device that is functioning properly appear.
12. Click the **End Test** button.
13. Click the **Done** button. The **Turning Point Settings** box closes.

## Running a Turning Point Session

You will want to run a Turning Point session for one or more of your slides when your Power Point slides are complete. Below are instructions to help you run a Turning Point session.

### To run a Turning Point Session:

1. Press **F5** to run **View Show** for a **Power Point** presentation. Your first slide in the presentation appears.
2. Notice the **Polling** indicator in the upper right corner. This indicator should indicate that polling is open.
3. Ask your participants to respond to the question or prompt. If you are testing the response devices, enter a response for several devices.
4. Click any location on the screen to stop polling. Polling is stopped, and the results are displayed to the participants.
5. Click any location on the screen to proceed to the next slide or press **Esc** to exit **View Show**.