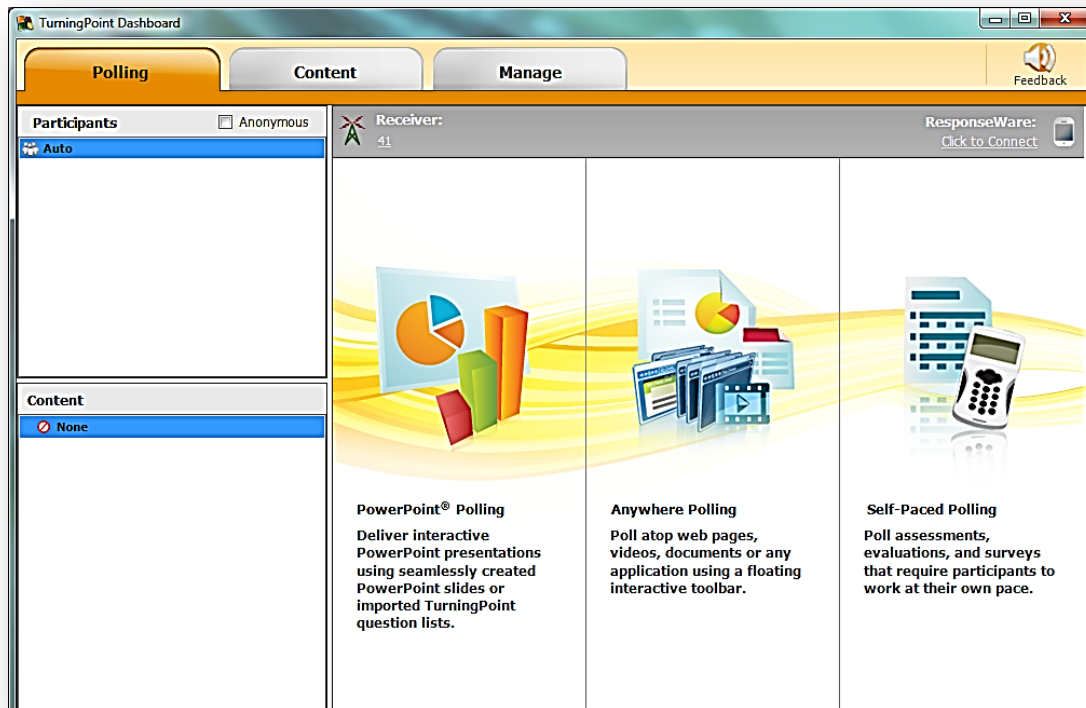


## Using Turning Point Audience Response System in a PowerPoint Presentation



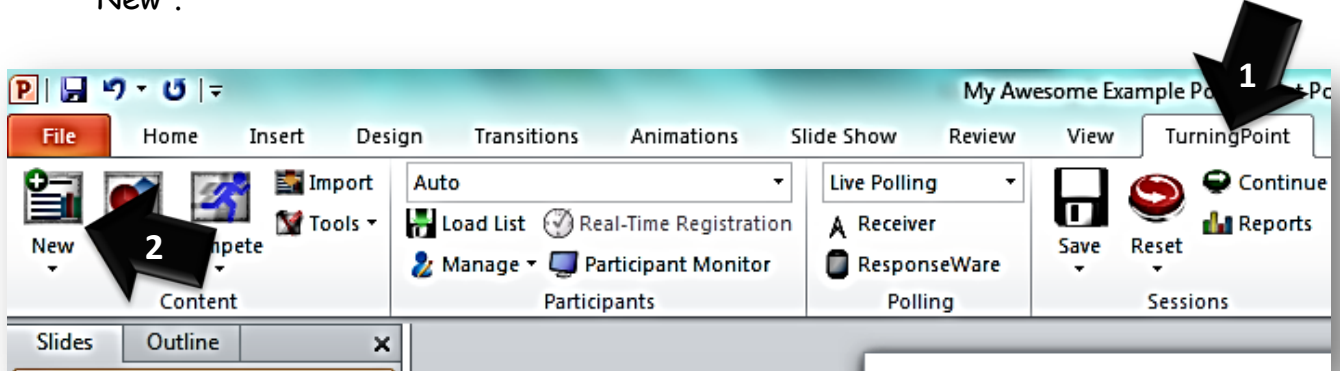
- **Step 1:** Open the Turning Point software on your computer. If you do not have Turning Point installed, please call the IT Helpdesk at 243-4445.
- **Step 2:** On the "Polling" Tab, click "PowerPoint Polling". This will open PowerPoint.



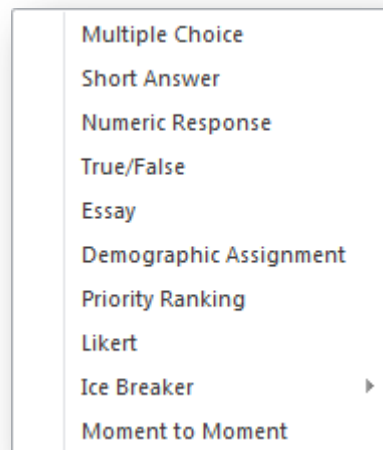
- **Step 3:** Create your PowerPoint presentation as you normally would.



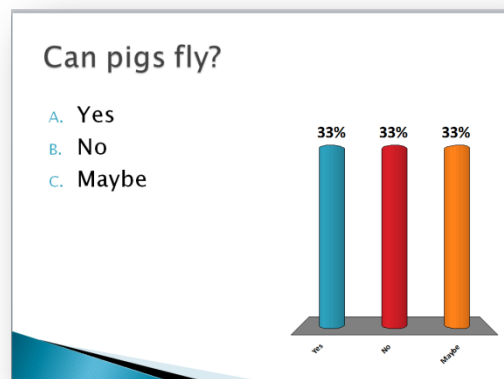
- **Step 4:** Go to the "TurningPoint" tab at the top of the screen, and then click "New".



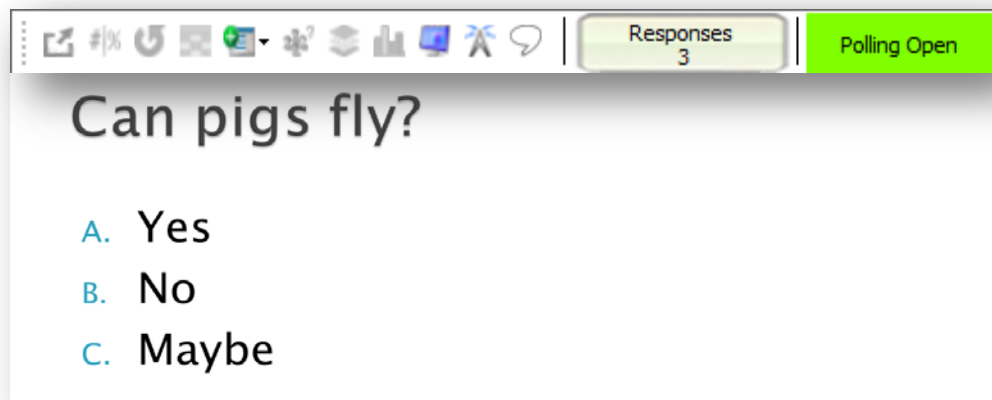
- **Step 5:** A drop-down box will appear that provides the types of questions you are able to add to your presentation. Click on the type you would like to use.



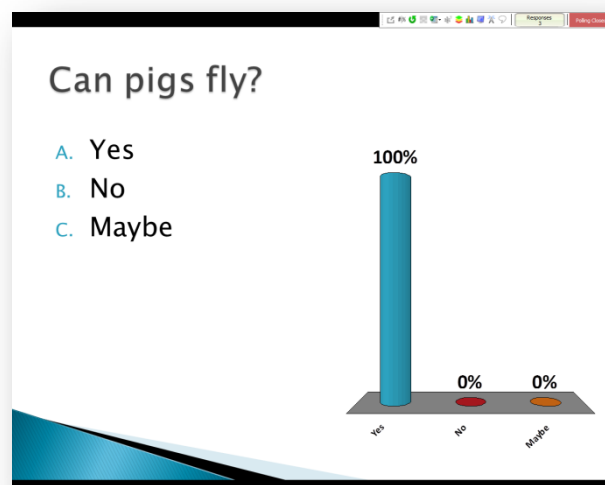
- **Step 6:** Enter your question and answers into the slide.



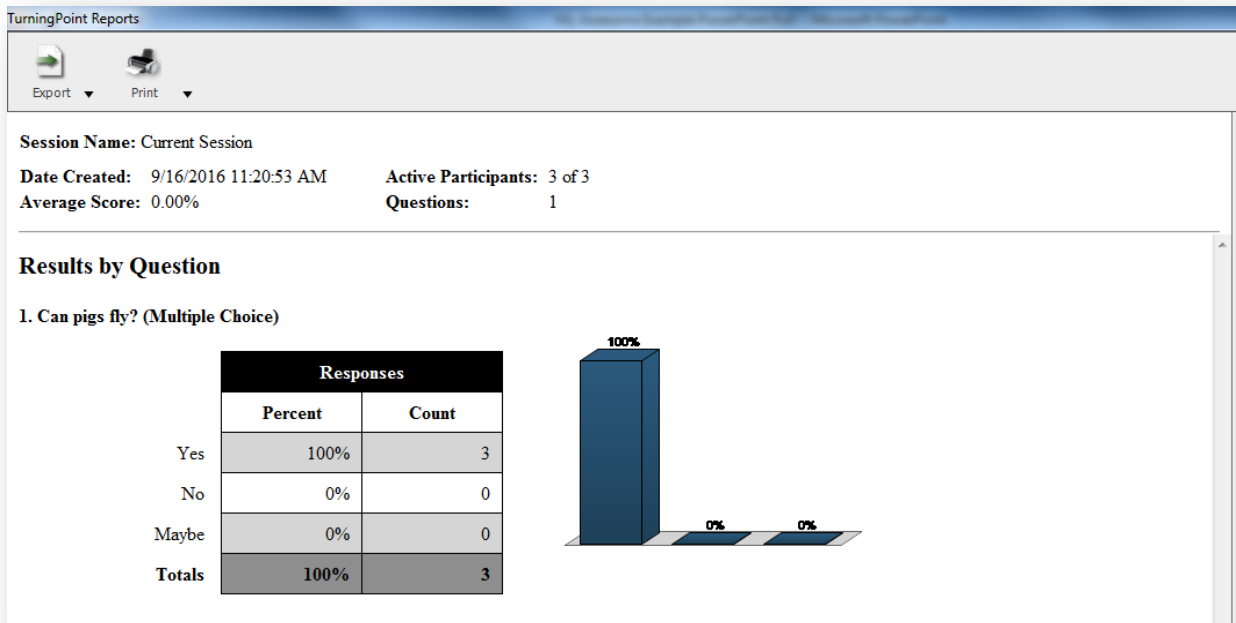
- **Step 7:** To add more polling slides, repeat steps 4 through 6.
- **Step 8:** When you are ready to present, plug in both receivers to the USB ports on your computer. Distribute the clickers to the audience members.
- **Step 9:** Open the TurningPoint software on the computer you are presenting on, click "PowerPoint Polling". This will open PowerPoint.
- **Step 10:** In PowerPoint, click on the "File" tab and open your presentation. Start your presentation just as you normally would.
- **Step 11:** When you reach a polling question slide, polling will open. Audience member will be able to use their clickers to vote for one of the choices on the screen. You will see the number of responses you have received in the top right corner of the screen.



- **Step 12:** To end polling on a question, click to the next screen. The results will be displayed on a new slide.



**Step 13:** To download the results of your audience polls for the presentation, click "Reports" on the TurningPoint tab. This will allow you to download or print the results of your presentation in a number of ways and format.



**Step 14:** Make sure to collect all of the clickers from the audience and return them to the black cases.

## Questions?

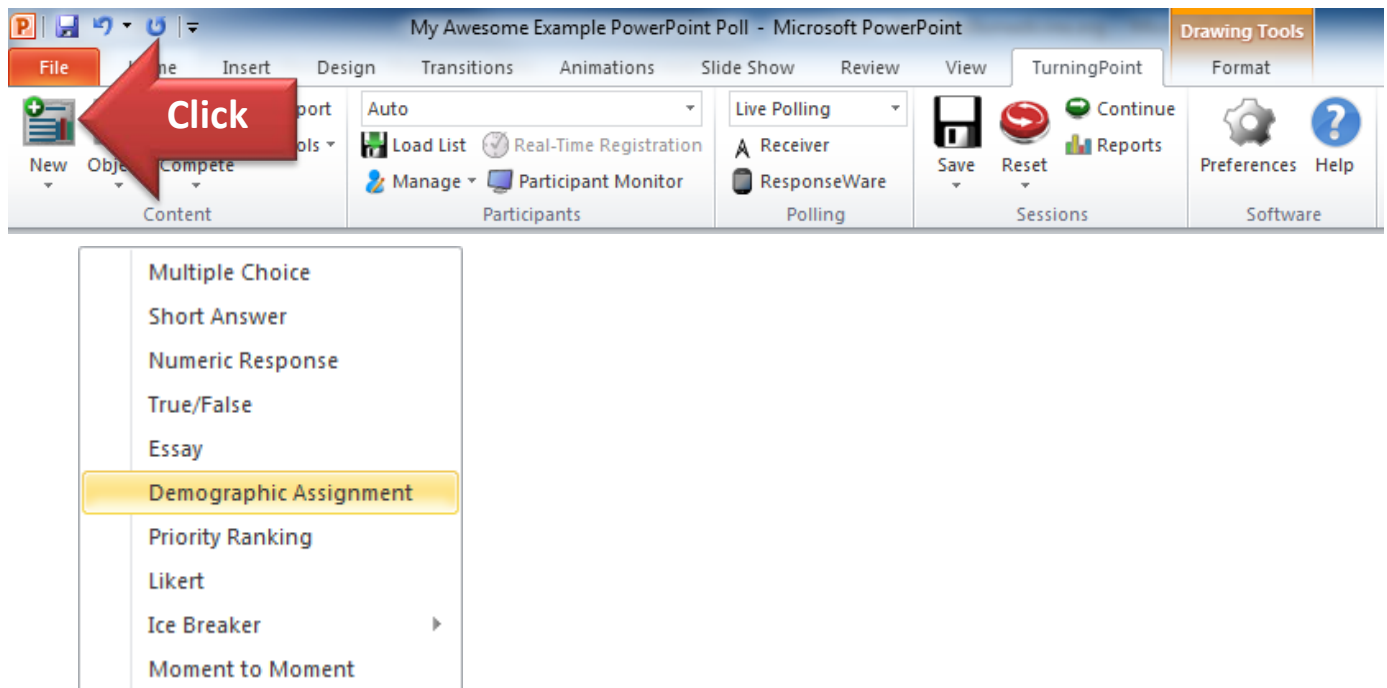
Contact Emily Hart at the Ellis Medical Library at 518-243-4381  
or [library@ellismedicine.org](mailto:library@ellismedicine.org).

## Collecting Demographic Information in Turning Point

Before creating your polling questions, you are able to add demographic questions to your presentations.

### Steps:

1. From the TurningPoint tab in PowerPoint, click the "New" button. Then, from the drop-down menu, choose "Demographic Assignment".



2. Next, create a demographic question (age, gender, race, etc.) that captures the audience information you are looking for. In the blue "Slide Preferences" box that appears, type in the name of the demographic you are capturing and check "Save to Participant List".

The screenshot shows a Microsoft PowerPoint window titled "My Awesome Example PowerPoint Poll - Microsoft PowerPoint". The main slide displays a poll question: "What age group do you belong to?" with five options: A. 0-18 years, B. 19-30 years, C. 31-45 years, D. 45-60 years, and E. 61 and older. A small bar chart at the bottom right shows the results for the first three options: 0% for 0-18 years, 0% for 19-30 years, and 31.4% for 31-45 years. The "Slide Preferences" panel is open on the right, showing the "Demographic Options" section with "Age" entered in the "Demographic Grouping:" field. The "Save to Participant List" checkbox is checked. The "Question Options" section shows "Bullet Format:" set to "A, B, C, D". The "Polling Options" section has "Automatically Open Polling" and "Show Results" checked, and "First Response Only" unchecked. The "After Polling" dropdown is set to "After Polling".

**Slide Preferences**

▼ **Demographic Options**

Demographic Grouping:  
Age

☐ Use in Competition  
(will ignore any teams assigned in the Participant List for the duration of the session)

☒ Save to Participant List

▼ **Question Options**

Bullet Format:  
A, B, C, D

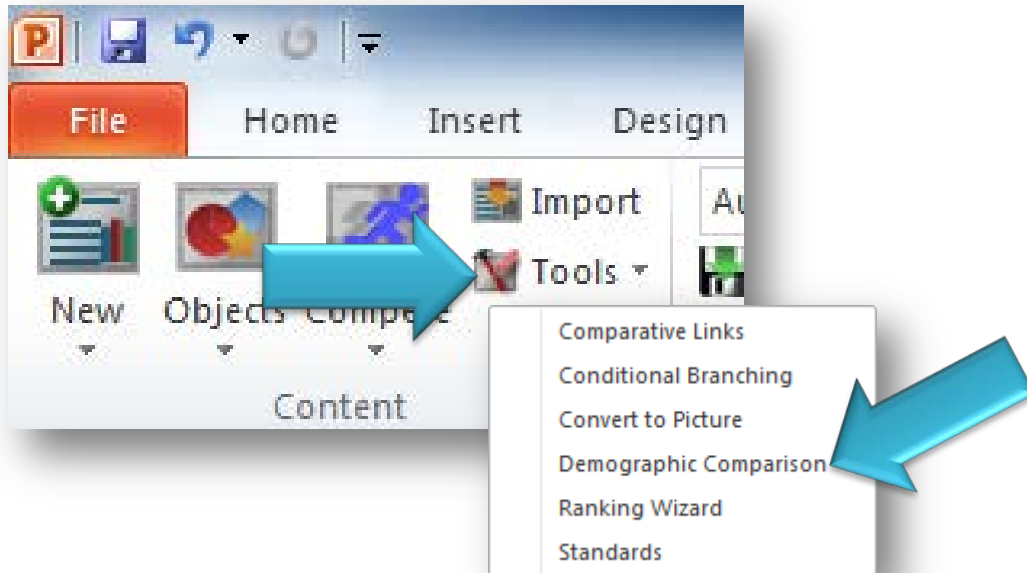
▼ **Polling Options**

☒ Automatically Open Polling

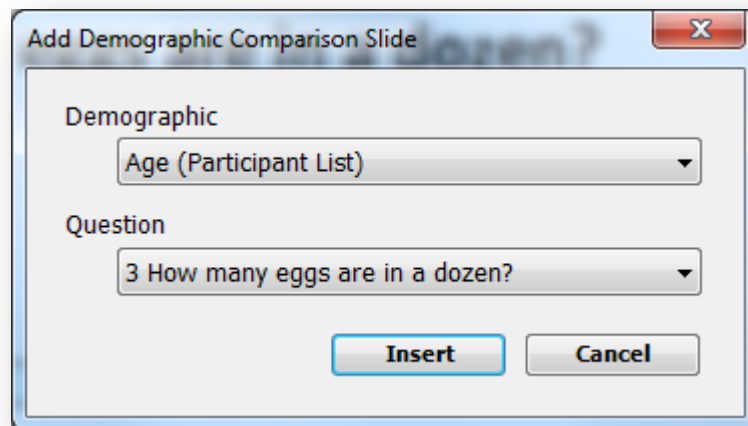
☒ Show Results  
After Polling

☐ First Response Only

3. Create your polling questions following the instructions on page 2 of this document.
4. When you have finished, go to "Tools" under the TurningPoint tab, and select "Demographic Comparison" from the drop-down menu.



5. Choose the demographic you wish to compare against the question, and click "Insert". (Make sure you choose participant list.)



6. The demographic breakdown for the selected question will automatically populate in the next slide. (The same information can be found under "Reports" in the TurningPoint tab.)

