

Using Advanced TurningPoint Tools in Office 2007

Steps for using the TurningPoint Parser

The TurningPoint Parser allows you to import a word document into TurningPoint, creating interactive slides from each individual question.

STEP 1: Format your Microsoft Word document. (see Fig. 1)

1. Open the document in Microsoft Word.
2. Remove all question number from the questions and bullets from the answer choices.
3. Questions must all be formatted as Heading 1
4. Answers must all be formatted as Heading 2
5. Save and Close the document.

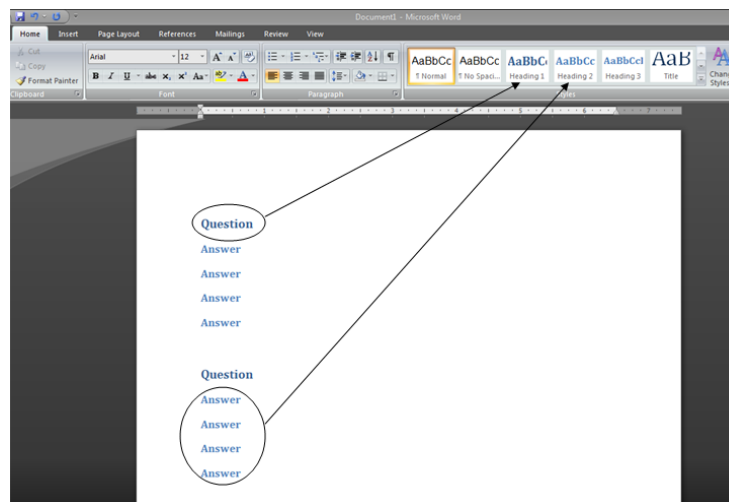


Fig. 1

STEP 2: Import your Document into TurningPoint.

1. Open TurningPoint.
2. Select Tools from the TurningPoint Toolbar.
3. Scroll down and select the TurningPoint Parser.
4. Navigate to where you saved your document then.
5. A pop up box will appear, allowing you to choose to either insert the new slides at the end of your current presentation, or to create a new one.
6. The results will be a presentation with your word questions as interactive questions in TurningPoint.

Steps for Creating Picture Slides

Picture slides allow you to offer pictures, instead of text, for the possible answers to the question.

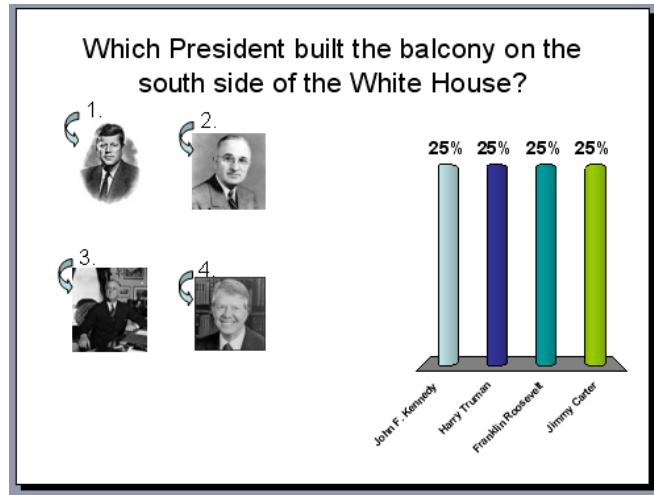


Fig. 2

1. Create a Basic TurningPoint slide
2. Set correct answers and add correct answer indicators if desired.
3. Add pictures into slide directly from PowerPoint. (see Fig. 3)

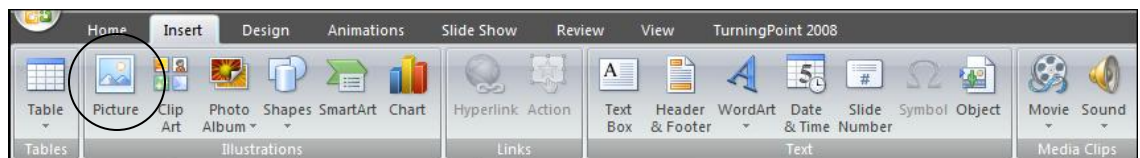


Fig. 3

4. While holding the control key, click on each image in the order that you would like them to be numbered.



5. Click on the Convert to Picture Slide icon on the TurningPoint toolbar.
6. The slide will display pictures in place of the answers. (see Fig. 2)

Steps for Creating Comparative Links

Comparative Links allow you to link multiple slides' results onto one chart, allowing for easy comparison.

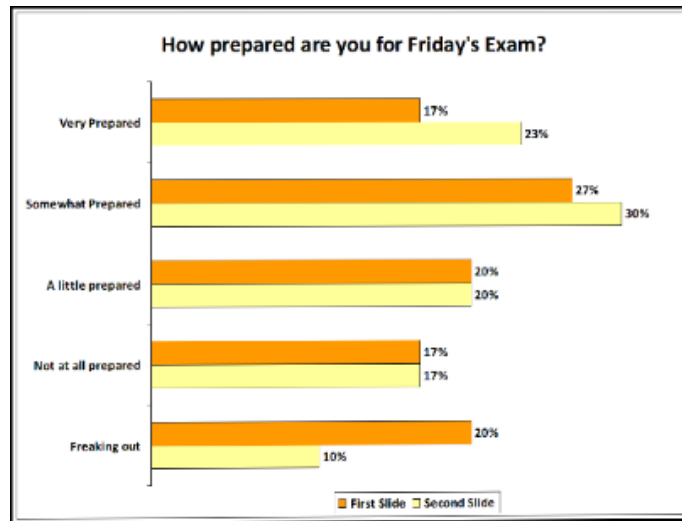


Fig. 4

1. Create the TurningPoint slides you would like to link.
2. Go to Insert Slide on the TurningPoint toolbar, and select Comparative Links.
3. In the window, choose each of the two slides you are linking from the dropdown windows(see Fig. 5)
4. Select OK.

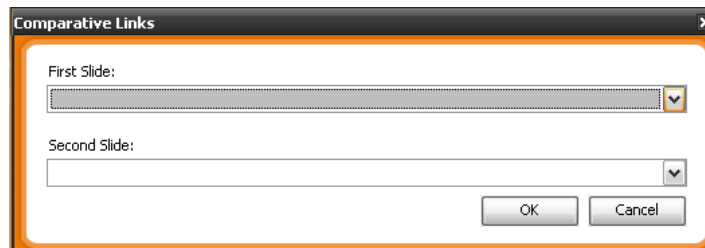


Fig. 5

5. The slides will now be linked. When viewing the presentation, the link will appear on the comparative link slide, and will be labeled accordingly. (see Fig. 4)

Steps for Creating a Priority Ranking Slide

A Priority Ranking Slide allows your audience to rank multiple items on one criterion, displaying overall what items are included in the audience's preference.



Fig. 6

1. Go to Insert Slide on the TurningPoint toolbar, and select Priority Ranking from the menu.
2. A pop-up box will appear on the screen, allowing you to choose the number of answers you would like your audience to be able to give. When finished, select OK.
3. Type in your question and answer choices.

Extra: TurningPoint calculates priority ranking by assigning a point value to each participant's answers, their first answer being weighted heavier than the second, etc.

Running TurningPoint Competitions

- **The Team Assignment slide**, which allows teams to be assigned by asking the audience members to choose a team. By default, this slide will accumulate points.
- **The Team Leader Board**, which displays the top teams ranked by their point totals. (The team's points are the average of the team's participant's points.)
- **The Participant Leader Board**, which displays the top individual participants ranked by their point totals. By default, this slide will accumulate points.
- **The Fastest Responders**, which displays the individual participants who responded most quickly to the most recent question (with a correct response, if applicable).

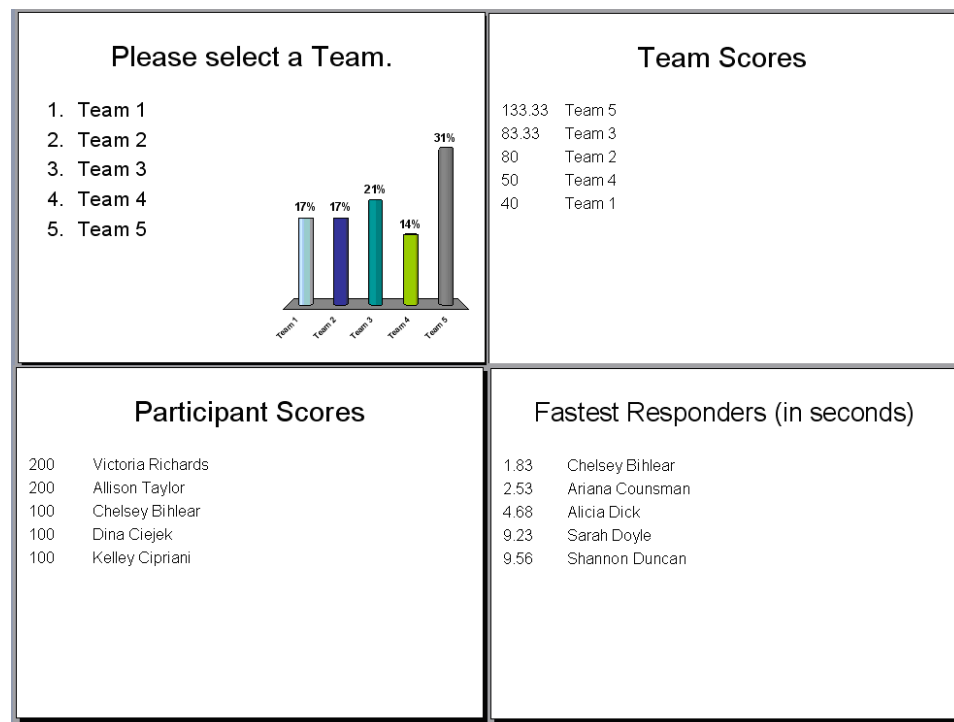


Fig. 7

Steps to Running Team Competitions

1. Assign teams, either through participant list, or through Team Assignment Slide
2. Ask TurningPoint questions with correct answers set and appropriate point values.
3. Insert Team Leader Board(s) into presentation.
4. Run the presentation.

Steps to Running Individual Competitions

1. Load participant list, or set participant list to "Auto."
2. Ask TurningPoint questions with correct answers set and appropriate point values.
3. Insert Participant Leader Board(s) or Fastest Responder Slide into presentation.
4. Run the presentation.

You can also choose to run both Team and Individual Competitions by combining the above slides. There are also Individual and Team Reports available.

Steps to Using a Demographic Comparison Slide

A Demographic Comparison Slide allows you to display a comparison in between a demographic and a question while in presentation mode.

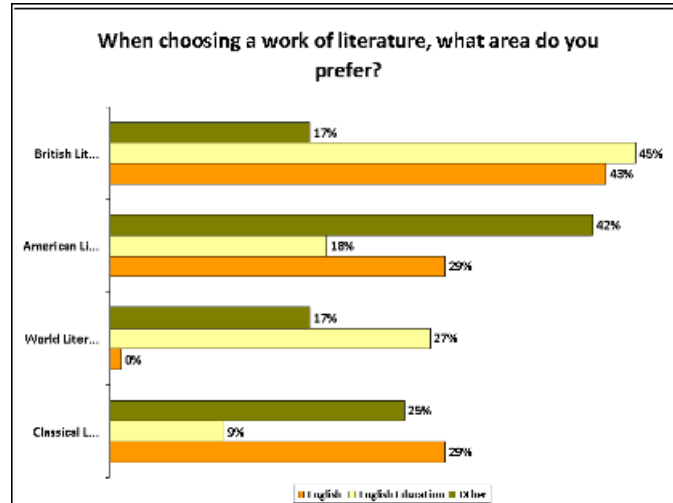


Fig. 8

Remember to first designate a slide as “Demographic” in the Settings menu, and be sure to create a question slide.

To set a slide as “demographic”:

1. Create a TurningPoint question slide
2. Click on the Tools option on the TurningPoint toolbar, then select settings.
3. Choose the individual slide from the menu on the left
4. From the options on the right, set Demographic to True. (see Fig. 9)

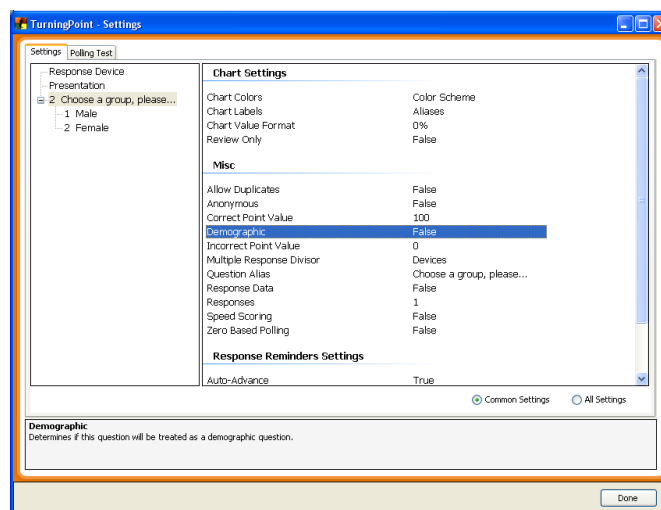


Fig. 9

This slide is now a demographic slide and will allow you to use it in the demographic comparison, as well as will enable you to run Demographic reports.

To insert a Demographic Comparison slide

1. Navigate to the slide you would like the Demographic Comparison slide to be inserted after.
2. Select Insert Slide from the TurningPoint toolbar.
3. The Insert Slide menu opens.
4. Scroll down the list and select Demographic Comparison.
5. The Demographic Comparison dialog box opens. (see Fig. 10)

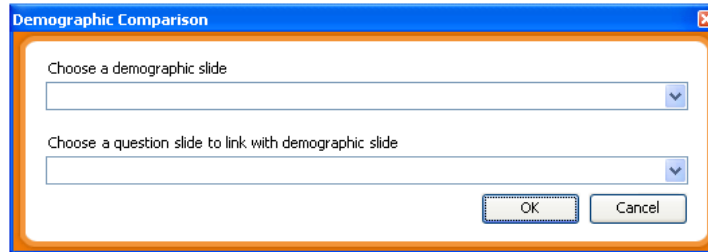


Fig. 10

6. Select a demographic slide from the first drop-down menu.
7. Any slides you have designated as `Demographic' are included in the menu.
8. Select a question slide to link with the demographic slide from the second drop-down menu.
9. You must choose both a demographic slide and a question slide.
10. Select OK.
11. The Demographic Comparison is now created. The slide will generate the comparative data when you run your presentation. (see Fig. 8)

Using the TurningPoint Showbar Tools

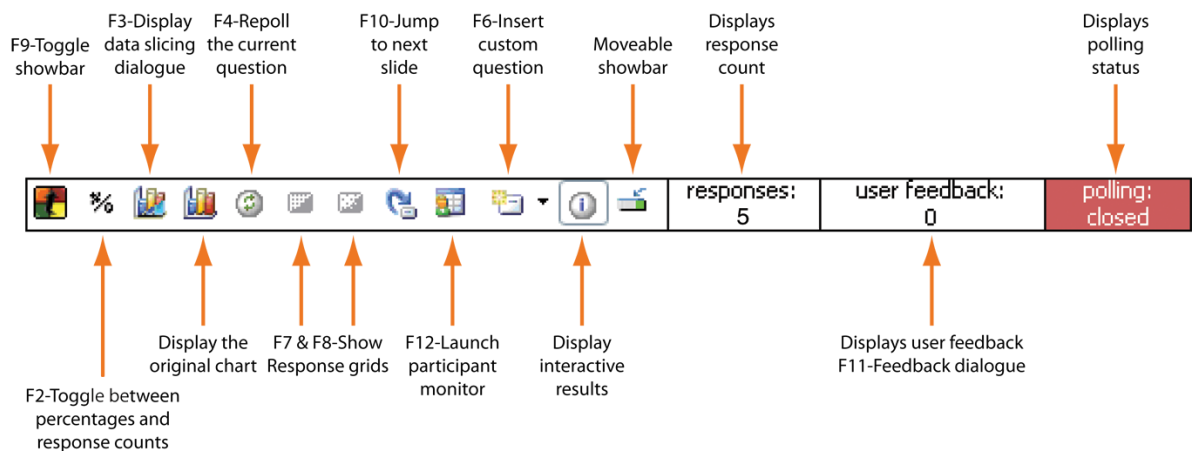


Fig. 11

F2: This button will allow the presenter the “toggle” between the percentage of results each answered received and the actual number of responses each answer received.

F3: This button will allow the presenter to Data Slice. This will allow them to choose whether to display the data, sliced either by participant group or by how the audience answered a prior question. These sliced results will not affect the saved data. The choice next to this button on the showbar will allow the user to display the original, unsliced chart.

F4: This button allows the presenter to poll the current slide another time. The data will be saved from the previous poll, so that both sets of data will appear in the final reports. If both sets are not desired, the user must edit the session data after the session is completed.

F6: This button allows the user to add a slide into the presentation without leaving the slide show. The arrow to the right of the icon will enter a pre-made slide, while the button itself will allow the user to customize his or her own slide.

F7 & F8: These buttons allow the presenter to display a grid, showing the participants and whether or not they have yet responded to the question. F7 will show everyone in the list, and change color as they answer, and F8 will subtract the name as the participant answers.

F9: This button allows the user to take away the showbar, or bring it back to view within the presentation.

F10: This button allows the presenter to automatically jump to the next slide, skipping any polling that might otherwise have been performed.