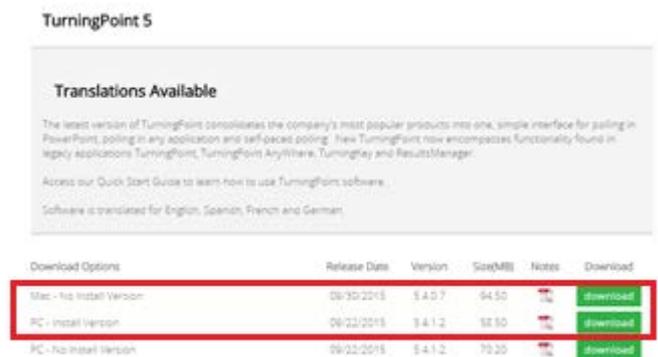


## TurningPoint set-up

- 1) In order to use TurningPoint, you firstly need to ensure you have had an account created by the CLIPP team. To do so, please email John Supple, Catherine Duncan or Karalee Dwyer with the following information:
  - i. Your full name
  - ii. Course(s) you wish to use the software for
  - iii. Approximate number of students in course(s)
  - iv. Day and time of session you may want to use it in (due to licensing limitations)

You will then receive a new account email which you need to action in order to complete your account creation.

- 2) Click the following link to access the [TurningPoint website](#), and hit download on the TurningPoint 5 software (PC install version or Mac).



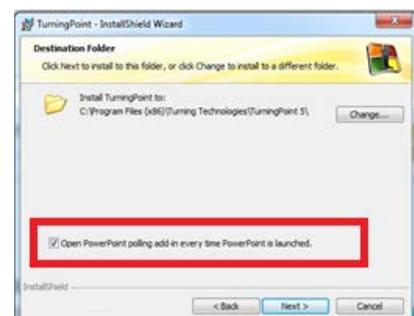
- 3) Fill in the *Software Downloads Registration* form with your details, select the checkbox for 'I agree to these terms' and click submit.
- 4) Click the *Download* button.

### PC - Install Version

Download Instructions  
 When prompted, choose to save the file to your computer.  
 Upon completion of download, double click the setup file.

[DOWNLOAD](#)  
Need another download?

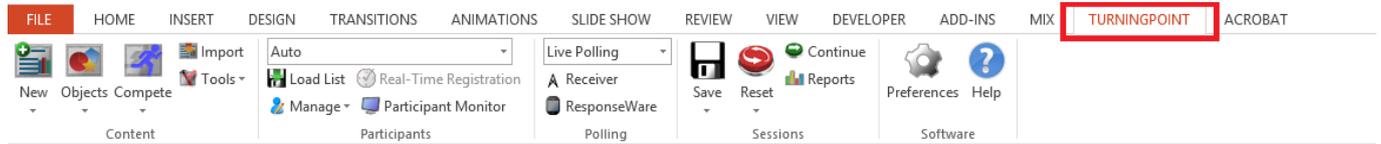
- 5) Once the .exe file has downloaded, click it to run the installation. Click *Next*, ensuring you tick the *Open PowerPoint polling add-in every time PowerPoint is launched* checkbox if you wish the TurningPoint toolbar to be automatically available in PowerPoint (only available for PC users).



- 6) After installation is complete, you can launch TurningPoint within PowerPoint in two ways:
  - a. Launch the TurningPoint software and select PowerPoint (Mac users must launch this way).



b. Open PowerPoint and click on the TurningPoint toolbar (only available for PC users if the checkbox was selected during installation).



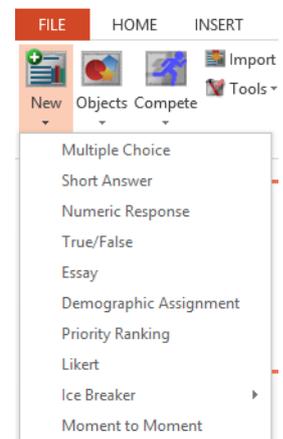
## Creating an interactive question

Questions can be added to a new or existing PowerPoint. Simply go to the TurningPoint toolbar in PowerPoint and follow the instructions below.

- 7) Click *New* and select the question type (e.g. multiple choice, short answer, numeric response, true/false, essay etc.).

If you are adding to an existing file, click on the slide you wish to insert the question **after** and PowerPoint will add a new slide in.

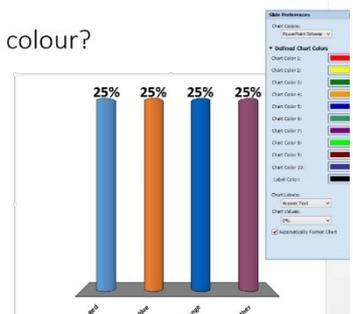
You may also wish to add a reminder on your previous slide or within the notes that there is an upcoming interactive question so that you can prepare students to have their devices ready.



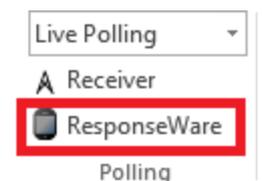
- 8) This will now create a new interactive slide in PowerPoint where you can type the question and answers (if applicable).

Which is your favourite colour?

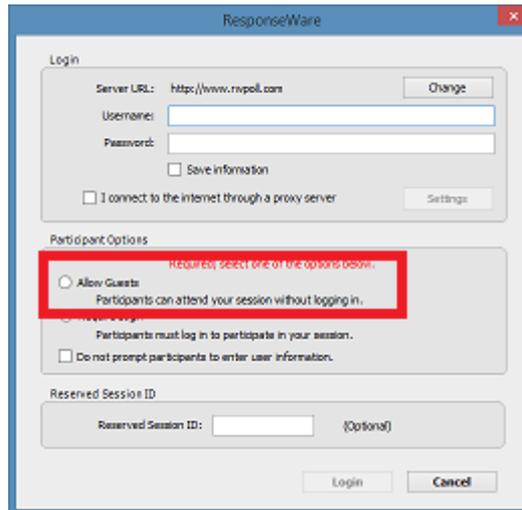
- A. Red
- B. Blue
- C. Orange
- D. Other



- 9) In order to then launch the poll, select *ResponseWare* from the *Polling* section.

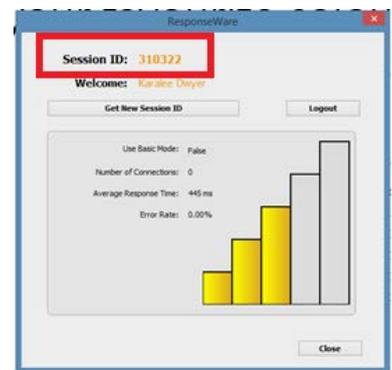


10) This will bring up a login screen where you will need to enter your account details (you should have set these up after receiving email notification of your new account i.e. username is email address, password will be what you set). Click login.

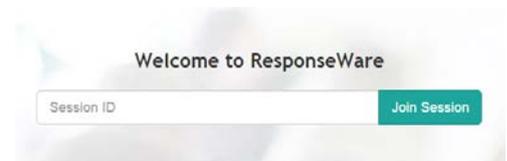


Selecting *Allow Guests* will allow students to login without having to enter name / login details

11) This will now bring up a six-digit session ID. It is best to write this on a place that is easily accessible to students in the event of them needing to re-join the session.



12) Students should go to [www.rwpoll.com](http://www.rwpoll.com) where they will be prompted for a session ID. They must enter the six digit ID you have provided. They will then be prompted for login details. If you have selected *Allow guests* in step 10, they can leave the fields blank and click join.

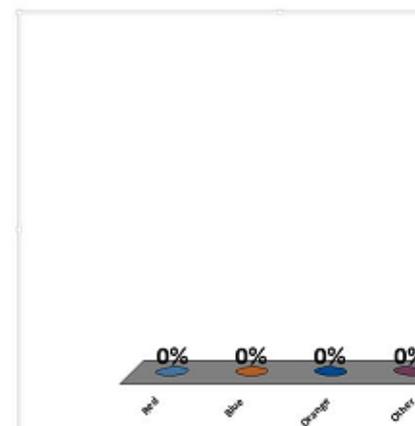


13) Launch your PowerPoint as a slideshow.

When you open the interactive slide you have created, polling will open for students. You will notice a toolbar pop-up that shows that polling is open and how many responses have been received.

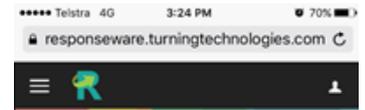
Which is your favourite colour?

- A. Red
- B. Blue
- C. Orange
- D. Other



Teacher view

The students will see the question displayed on their device and be able to select an option.

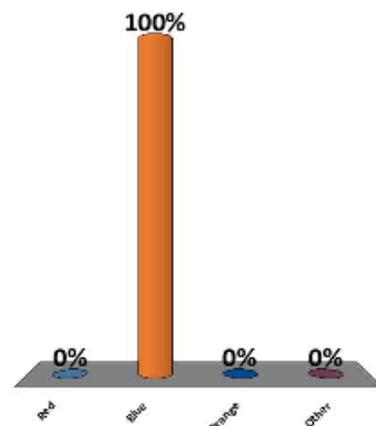
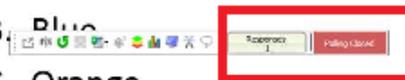


Student view

Click again to close the polling, meaning students can no longer select an option. The results will then display on both your screen and the students' devices. (If you mistakenly click before you want to close polling, click the green icon to refresh the poll and have students refresh their browser).

Which is your favourite colour?

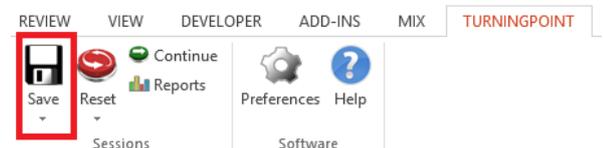
- A. Red
- B. Blue
- C. Orange
- D. Other



Refresh poll

14) If you would like to save the data for later reference, simply go to *Save* within the *Sessions* section.

You can also reset the data within this section if you would like to use the poll in a different session.



For more information and details on how to further utilise TurningPoint, please see the official user guide and videos [here](#).