

### Download and Install TurningPoint®

1. Go to [http://oit.osu.edu/site\\_license/slwin.html](http://oit.osu.edu/site_license/slwin.html)
2. Browse to the TurningPoint® Download
3. Follow the download and installation instructions.  
**Note:** *The license code you need to activate TurningPoint® will be in the "TurningPoint Install Tip.txt" file after you unzip the download file.*
4. You will need your OSU Internet username (name.#) and Password.  
For more information about your OSU Internet username go to <https://acctmgt.service.ohio-state.edu/>

### Creating an Interactive PowerPoint® Slide

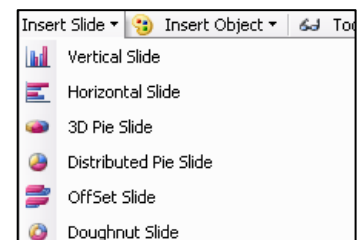
1. Launch TurningPoint® by clicking on the TurningPoint® Icon.  
PowerPoint® will open with a TurningPoint® Toolbar.

**Note:** *Launching PowerPoint® in the usual fashion opens PowerPoint with out the TurningPoint toolbar.*

2. Open or Create a PowerPoint® presentation file.
3. To create an interactive slide: Locate the TurningPoint® toolbar. It is located on the top portion of your PowerPoint® screen. The TurningPoint® toolbar is your command line for creating interactive slides.



4. From the TurningPoint® toolbar left click the "Insert Slide" drop down menu.
5. Scroll down the list with your mouse and left click a slide type from the list.

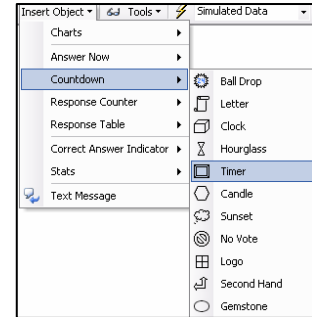


**Note:** *Vertical Slide and 3D Pie Slide work well in Meiling Hall.*

6. Directly on the slide: Enter your question into the text box entitled "Enter Question Text...".
7. Directly on the slide: Enter correct and incorrect responses into the text box entitled "Enter answer text." Each potential response must be separated by a hard return and each response requires a unique identifier (a number for use in Meiling).

- This step is optional; however, it does add a level of control to your slide. Left click the "Insert Object" drop down menu. Select Countdown. You can select from several options

**Note: Timer works well in Meiling Hall.**



### Simulating a Group Response Session

- Left click on the down arrow next to word "Response Data" as displayed on the TurningPoint® toolbar.
- Highlight the word "Simulated Data", and left click your mouse.
- Your system will now simulate responses during slide show mode.
- From the PowerPoint® toolbar select "Slide Show" and then select "View Show".
- You can now advance through slides as usual.
- When you get to an interactive slide, notice the grid at the top of your screen is simulating the collection of responses.
  - "responses" shows how many participants have responded (5 is total when simulating a group response session.)
  - "user feedback" is the number of participants who have left feedback
  - The green box indicates polling is open



- If you did not add a countdown left click will close the polling and generate the graph.



- If you added a countdown left click will start it. Polling will close at the end of the count down. Left click again to generate the graph.

**Note: If you would like to reset your slide, use the F4 key.**

### Getting Started with TurningPoint® Checklist

- ☑ **One month before**, reflect on your presentation and where you would add interactive questions
- ☑ **Three weeks before install** TurningPoint® email LarryHurtubise or Cheryl Brilmeyer at [ckminstruct@osumc.edu](mailto:ckminstruct@osumc.edu) for assistance
- ☑ **One week before the first time** you use TurningPoint®, schedule a meeting with Presentation Services [presentation.tech@osumc.edu](mailto:presentation.tech@osumc.edu) to run through your presentation in one of the Auditoria in Meiling Hall.
- ☑ **Two days before** email your presentation to [presentation.tech@osumc.edu](mailto:presentation.tech@osumc.edu) so they can review it and load it onto the computer in Meiling Hall.
- ☑ **Arrive 10 minutes before** your presentation for a final run through and to ask any final questions.
- ☑ **After** your lecture reflect on your entire presentation and the effectiveness of your interactive questions.