# 7 Run Presentations

After you have created the slides and objects discussed in ***Chapter 3: Creating and Saving Slides***, you are ready to run an interactive presentation. Recall the five steps to presentation success. Running a presentation session is the fourth step when using TurningPoint.

This chapter describes how to:

- Run an interactive presentation using the Slide Show functionality.
- Control the presentation using the Showbar.
- Monitor the audience participation.

## Run a Presentation

You run an interactive presentation session using PowerPoint’s Slide Show functionality.

You control the presentation session by opening and closing polling. Polling is the mechanism by which TurningPoint accepts and tallies the responses provided by the audience using response devices.

This section describes how to:

- ***Establish the Presentation Settings***
- ***Run the Slide Show***
- ***View Polling Status***
- ***Use the Participant Monitor***
- ***Add Slides During a Presentation Session***
- ***Use Data Slicing (View Results by Question)***

## Establish the Presentation Settings

The presentation settings consist of the results data and Participant List to be used, which are important items to check before running the presentation.

Prior to starting a presentation session, you must perform the following steps:

- Clear any previous session results.
- Identify the Participant List to be used.

This section explains how to perform these steps. It also demonstrates how to create the settings for the Response Grid, an option helpful for sessions with infrared ResponseCards that gives participants confirmation that their responses were received.

### Before You Begin

You must set up the Response Devices before you begin. Find information on getting the response devices ready in ***Chapter 4: Response Device and Settings Management***.

If you want to track responses, you also must have created a Participant List using the Participant List Wizard. Without a Participant List, the session collects anonymous responses and generates an automatic Participant List. Find information on Participant Lists in ***Chapter 5: Track Participants and Teams***.

To create the settings for the presentation session…

1 From the **PowerPoint** Office menu, select **Open**.

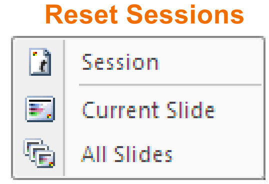
A window opens and displays the available files.

2 Select the **TurningPoint presentation** to be used, and click **Open**.

The file's contents are visible in the PowerPoint window. You can use the TurningPoint Toolbar to clear any previous results data and identify the use of response devices and a Participant List.

3 Click **Reset** on the TurningPoint Toolbar and select **Session**.

**Reset Sessions**




Prior to starting the presentation session, you must reset the Session or All Slides.

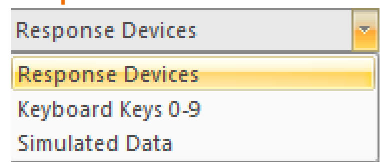
Resetting the Session clears any previously collected response data.

Resetting the Current Slide only clears the previously collected response data for the selected slide.

Resetting All Slides resets the charts but does not clear any previously collected response data. The new response data will be appended to the end of the session.

4 Optionally, from the TurningPoint Toolbar, click the **Response Device drop-down menu** and select an option for testing the presentation.

Response Device Selection

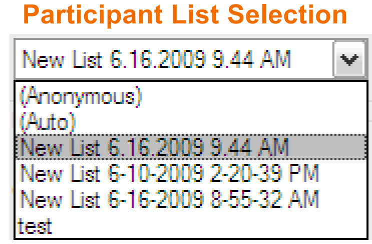



- Response Devices—a response device will be used during the presentation. The response device must have been set up as outlined in ***Chapter 4: Response Device and Settings Management***.
- Keyboard Keys 0–9—you will provide input to the presentation using the keyboard keys 0-9.
- Simulated Data—TurningPoint provides random responses to the presentation. TurningPoint determines the number of responses to provide based on the number of expected devices designated in settings. i.e. If you enter expected devices as 100, TurningPoint will provide 100 responses to each question in your presentation. If you have a participant list selected TurningPoint will provide responses for each participant in the list. Find more information on expected devices in ***Enable Remote Poll*** on page 125.

> ***Note*** Always use Response Devices for an actual presentation. Select Keyboard Keys 0-9 or Simulated Data when testing a presentation.

5 From the TurningPoint Toolbar, click the **Select a Participant List drop-down menu** (to the right of the Participants drop-down menu) and **select the Participant List** to be used.

Participant List Selection



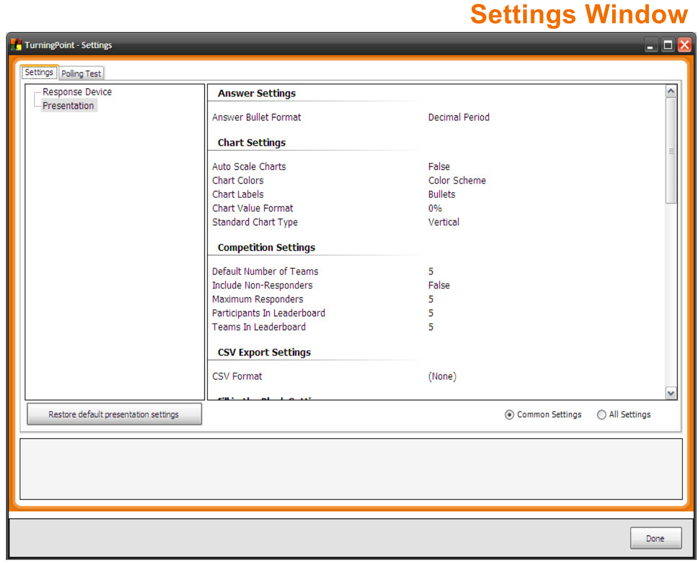
If Auto is selected, response Device IDs and participants' choices are collected without a Participant List. If Anonymous is selected, only participants' choices are collected. The default setting is Anonymous.

> ***Note*** You can change the default Participant List setting to Auto or Anonymous using the Default Participant setting, a presentation-level setting. Find more information on modifying settings in ***Response Device and Settings Management*** on page 118.

6 Optionally, click **Tools** on the TurningPoint Toolbar and select **Settings**. In the window, select Presentation from the Settings Hierarchy.

The TurningPoint Settings window opens.

**Settings Window**




Use these settings to establish the settings for the entire presentation. You can establish the settings for a specific slide or answer by selecting that slide or answer, respectively, from the Settings Hierarchy. Find more information about modifying settings in ***Response Device and Settings Management*** on page 118.

These settings affect what is displayed in each box of the Response Grid. You must select the All Settings radio button to view these settings.

- Display Device IDs—select True to include the device ID field in the Response Grid.
- Display Participant Names—select True to display the participant's name in the Response Grid.

These settings affect how the Response Grid is displayed.

- Grid Opacity—enter a percentage to identify how opaque the Response Grid should be when opened.

- Grid Position—choose a selection from the menu to identify where the Response Grid should be positioned on the screen. The selections include Top, Bottom, Left, Right, Center, TopLeft, TopRight, BottomLeft, and BottomRight.
- Grid Rotation Interval—enter the number of seconds per interval the Response Grid takes to rotate through responses. This is needed when there are too many participants to fit in one grid.
- Grid Size—identifies how wide and tall the Response Grid should be on the screen. The height and width are measured in pixels. The default width is 800 and the height is 600.
- Use Scheme Colors—Determines if Scheme Colors or Custom Colors will be displayed on the Response Grid as established in Chart Settings.

### Next Steps

After establishing the settings, you are now ready to run the presentation.

## Run the Slide Show

Use PowerPoint's Slide Show functionality to run your interactive presentation. TurningPoint accepts responses provided by your audience, presents the results of the responses, and stores the responses in memory.

### Before You Begin

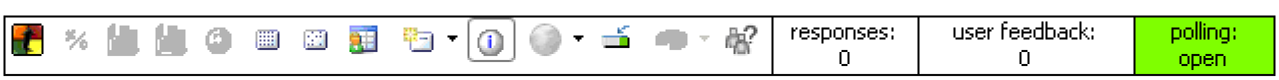
To run the slide show, you must first perform the steps listed under Establish Presentation Settings to create the settings for your presentation session.

To run the interactive presentation…

1 From the PowerPoint Toolbar, click **Slide Show > View Show**.

The first slide of the presentation is shown. TurningPoint displays the Showbar in the top right corner of the screen. The Showbar is a toolbar that provides activation buttons for polling, monitoring, and viewing responses during the slide show.

**Showbar**

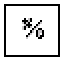


Right-click on the Showbar and move your cursor across the Showbar to display each command's name. To activate the command, you can select the Showbar icon or use the respective Fn key on your keyboard. Use the commands on the Showbar as follows:

**F9-Show/Hide Showbar**

Closes the Showbar for the duration of the current presentation session.

**F2-Toggle Results**



Changes the values displayed on each chart. The values can be represented as either numbers or percents.

**F3-Data Slicing**

Shows the responses on the chart for the portion of the audience who chose a certain response on another question.

**F6-Show the Original Chart**

Use this command after using the Toggle Results or Data Slicing commands to return the chart to its original appearance.

**F4-Repoll Question**

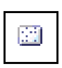
Clears the responses and accepts new responses from the audience for the currently displayed question. Both the original responses and the new responses are stored in the session file.

**F7-Show the Response Grid**

Opens a Response Grid on the screen allowing you to see which participants have responded to the question.

The size, location, visual display, and contents of the grid are controlled in the Presentation Settings. Find more information about settings in ***Establish the Presentation Settings*** on page 217.

**F8-Show Non-Response Grid**



Opens a Response Grid on the screen. As each participant responds to a question, their response box is removed from the grid.

The size, location, visual display, and contents of the grid are controlled in the Presentation Settings. Find more information about settings in ***Establish the Presentation Settings*** on page 217.

**F12-Display Participant Monitor**

Opens the Participant Monitor. Find more information in ***Use the Participant Monitor*** on page 225.

| | |
|---|---|
| **F5-Insert Slide** | Select the down arrow to open a drop-down menu allowing you to select the slide type to be inserted into the presentation. Select the icon to open a window asking for a question and answer choices. |
| **Display interactive results** | Expands the Showbar to display the responses, user feedback, and polling status. |
| **Enable/Disable ResponseWare** | Allows the presenter to Enable/Disable ResponseWare connections. It also allows the presenter to show or hide the login info for ResponseWare Web. |
| **Press for moveable Showbar** | Allows the Showbar to be moved anywhere on the Screen. |
| **Show animated 2D/3D Chart** | Displays the 2D/3D charts and allows the presenter to select the chart type. |
| **Anonymous Polling** | Makes the current slide anonymous. Participants info will not be associated with their results. |

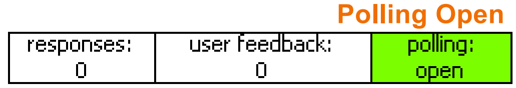
2 Click the **mouse** to control the progress of the slide show.

The control of each slide will vary slightly depending on the objects you chose to insert when you created the slides. Find information on slide objects and their behavior in ***Add Objects*** on page 102.

a Open polling. Polling will automatically open when you display a slide.

TurningPoint receives responses when polling is open.

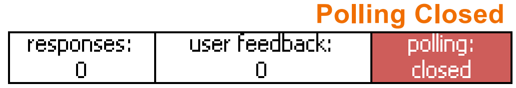
**Polling Open**




b Click a second time to close polling and display the results.

No responses are accepted when polling is closed.

**Polling Closed**



c Click again to advance to the next slide.

> **Note** To advance slides, you may use any method PowerPoint allows, such as clicking the mouse or pressing the space bar, arrow keys, or Enter key.

3 Click at the end of the slides to **exit from the Slide Show** (or optionally, press the Esc key).

If you exit TurningPoint, the program prompts you to name and save the session results to a file. The default location is My Documents/TurningPoint/Sessions. If you choose the default name, TurningPoint adds the date and time to the file name. If you choose to name it specifically, the name you enter is stored.

For every session, TurningPoint automatically creates a backup copy and stores it at My Documents\TurningPoint\Sessions\Backup.

You can set TurningPoint to automatically delete old backup sessions using the Backup Maintenance setting, a presentation-level setting. In the Backup Maintenance field, enter the number of days you want to keep files. TurningPoint will eliminate backup sessions created before that time. Find more information on modifying settings in ***Response Device and Settings Management*** on page 118.

> **Tip** Store your session file in the Sessions folder suggested by TurningPoint to allow the session file to be used again by TurningPoint to continue sessions or generate reports. Find information about reports in ***Reports*** on page 232.

## View Polling Status

TurningPoint provides three mechanisms to see how many participants have responded to the question when polling is open. You can expand the Showbar to see how many responses are received, you can display a Response Grid, or you can open the Participant Monitor to see the full details of the audience responses.

This section describes using the expanded Showbar and the Response Grid to view participant results. Find more information about the Participant Monitor in ***Use the Participant Monitor*** on page 225.

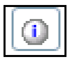
To view the polling results…

1 On the Showbar, select **Display Interactive Results**.

The Showbar expands to display three additional regions that show the polling status. The number in the Responses column is updated as responses are received.

**Showbar Expansion**


**i-Display Interactive Results**



Displays the responses, user feedback, and polling status. The Showbar toggles from the default setting from fully visible to invisible on the slide.

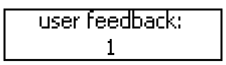
**Press for moveable Showbar**

Allows the Showbar to moved anywhere on the Screen.

**Responses**


Identifies the number of responses received from the audience. This area is visible when the slide show starts unless you set the Expand Showbar setting to False.

**User Feedback**




Shows the typed questions for ResponseWare. For ResponseCards, shows the presses of the question mark key. Response Devices can only respond with the question mark once per slide.

**Polling**


Identifies whether polling is open or closed. The background of this region is green when polling is open and red when closed.

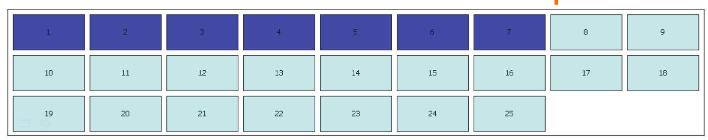
This step may meet all your needs for viewing polling status. You also have the option to use the Response Grid explained in step 2, especially if you use infrared response cards.

> ***Note*** A Response Counter or Response Table are two other options for viewing polling status that can be added when you create the slides, before you run the presentation.
>
> Find information about inserting objects in slides in ***Add Objects*** on page 102.

2 Optionally, display a Response Grid during the session. Click the Show Response Grid button on the Showbar

The Response Grid is a grid that is overlaid on a slide during the presentation and indicates which individuals enter responses. Similarly, the Non-Response Grid indicates which participants have yet to respond. These grids give the participants confirmation that their responses were received.

Response Grid




The Response Grid can be shown or hidden at will by selecting the Show Response Grid button. When this button is selected, the Response Grid does not display.

3 After polling closes, click the mouse to advance to the next slide.

Viewing the polling status becomes disabled in the Showbar until you activate another poll. If you do not want to display the Showbar expansion, change the Expand Showbar setting to false. Expand Showbar is a presentation-level setting. Find more information about modifying settings in ***Response Device and Settings Management*** on page 118.

## Use the Participant Monitor

The Participant Monitor shows which participants have responded to a question and displays details about the responses, such as the percentage of correct responses, how long participants took to respond, and which answers they chose. Use of the Participant Monitor is optional, but it is helpful in tracking how people are responding during a presentation.

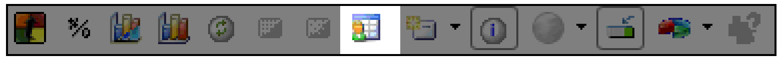
You can access the Participant Monitor from the Showbar while the slide show is running, or from the TurningPoint Toolbar under the Participants drop-down menu after you end the slide show.

***Note*** If you want to limit the Participant Monitor to your eyes only, then you can set up a second monitor for displaying it. Find information about setting up a second monitor in Windows Help and ***Chapter 4: Response Device and Settings Management***.

To monitor participants…

1 While running the slide show, click the **Display Participant Monitor** button on the Showbar.

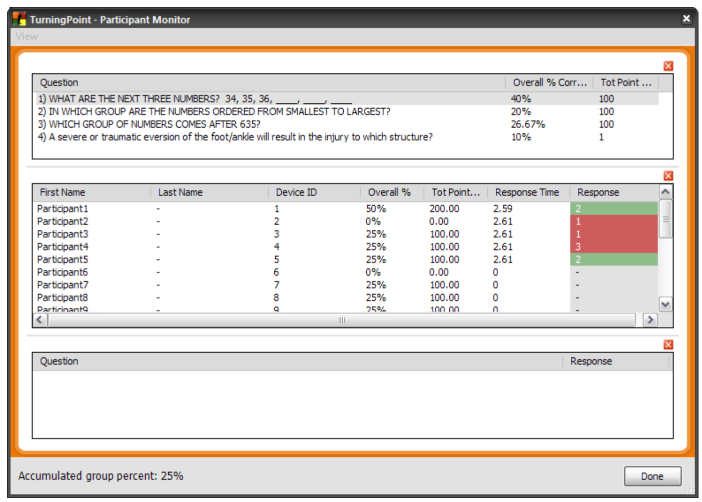
Showbar Expansion: Display Participant Monitor



Alternatively, you can display the Participant monitor after running a slide show by selecting Participants > Display Participant Monitor from the TurningPoint Toolbar.

TurningPoint opens the Participant Monitor window displaying Question, Participant, and Individual details about each participant's response and the percentage of correct answers.

Participant Monitor Window




The Question Region lists all of the questions and the overall percentage correct for the group and the total point value per question.

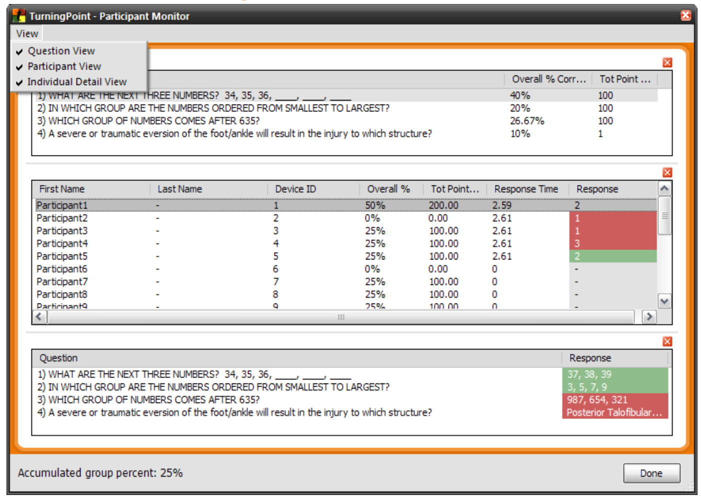
The Participant Region lists the details about the participant, overall percentage of correct answers, total points accumulated, and the response time and response for the question selected in the Question Region.

The Individual Region lists details about the response results for each participant for each question in the presentation.

2 You can **hide one or more of the three regions** by selecting the **close button (X)** in the upper right corner. To view a region you have hidden, select it from the View menu in the Participant Monitor window.

When viewing the Participant Monitor while running the slide show, the Participant Monitor window must be closed to advance to the next slide. To view the window again, press the F12 key. (Alternatively, you can press the Alt + Tab keys, or simply end the slide show.)

**Participant Monitor Window: View Menu**




3 Optionally, you can expand or reduce the size of the three regions by selecting the borders and dragging them up or down.

## Add Slides During a Presentation Session

TurningPoint gives you the flexibility of adding a template or custom slide while running the presentation. Inserting a new slide is an option available through the Showbar.

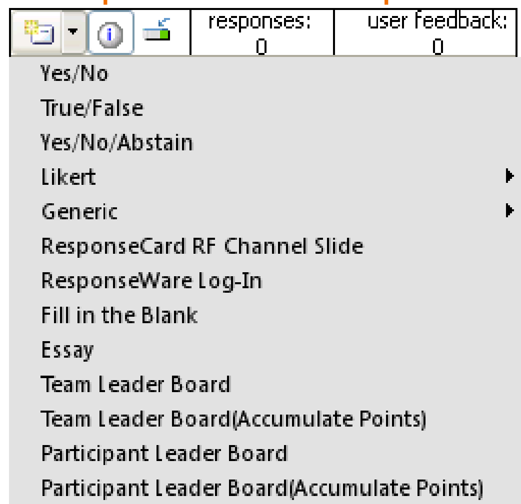
To add a new slide…

1 Insert a new slide in one of the following ways:

- Template Slide - select the arrow next to the Insert an on-the-fly slide button on the Showbar and select the type of slide. The slide is automatically inserted after the slide you had been viewing in the presentation.

A drop-down menu opens from the Showbar allowing you to select the slide type to be inserted into the presentation.

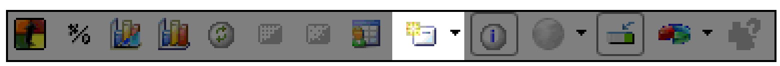
Showbar Expansion: Insert a Template Slide




The slide is automatically inserted.

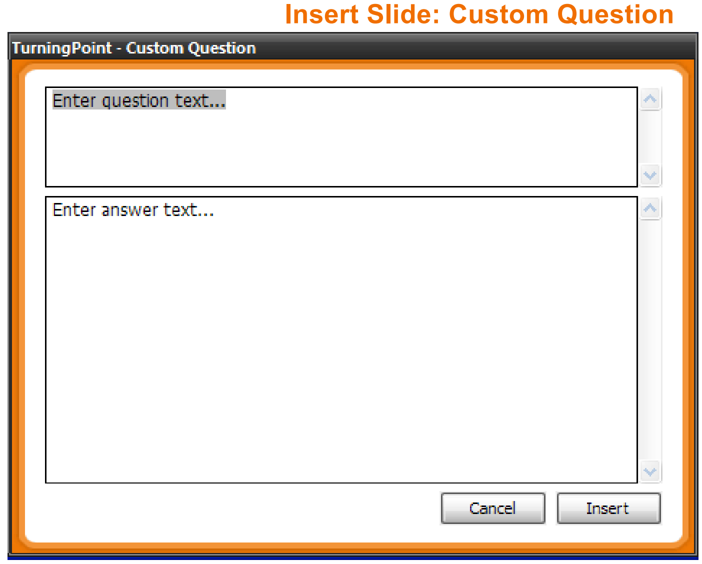
- Custom Slide - select the Insert Slide on the Fly icon on the showbar.

Showbar Expansion: Insert a Custom Slide



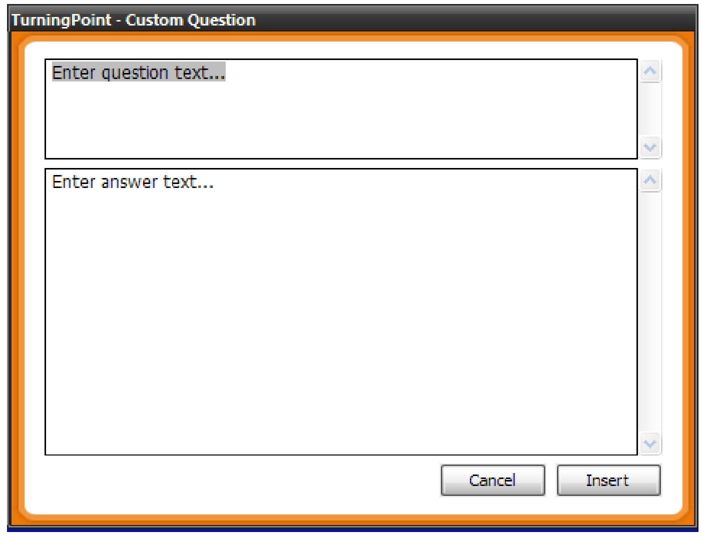

The Custom Question window opens to display the fields for typing the question and answer choices to be used on the interactive slide.

Insert Slide: Custom Question



2 Enter the question in the top region of the window. Enter the answer choices in the lower region, separating each answer with a line break.

Insert Slide: Custom Question




**Note** If you would like to reuse the presentation with the newly added slide, save the file. From the PowerPoint menu, select File > Save As. If you forget, TurningPoint asks you before closing.

3 Click **Insert**.

## Use Data Slicing (View Results by Question)

After receiving response data, TurningPoint can cross-reference the responses of one question to another set of responses. This function, called data slicing, is particularly useful for analyzing demographic information. For example, you can find out whether a certain age group in the audience prefers a certain type of music. By asking participants to identify their age group in one question, and later asking them to pick their favorite type of music, you use data slicing to find out how many young adults in the crowd prefer R&B music, how many seniors prefer big-band music, and so on.

## Before You Begin

To measure demographic information, insert a question slide early in the presentation that asks the audience to identify themselves in a demographic category, such as an age group or gender.

> ***Note*** To use demographic information in reports, identify a slide as a demographic question in the TurningPoint settings at the slide-level. Set the Demographic setting to True. Find more information in ***Response Device and Settings Management*** on page 118 and ***Reports*** on page 232.

To use data slicing…

1 Run the presentation. (From the PowerPoint menu, select **View > Slide Show**.)

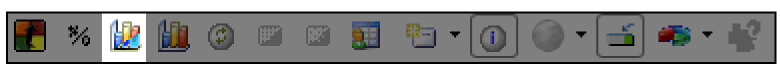
2 Use the **arrow keys** to go to the primary question slide whose data you want to slice.

For example, to find out whether a certain age group in the audience prefers a certain type of music, you would go to the question slide that asks participants to select a favorite type of music.

3 From the Showbar, select the **Data Slicing button**.

The Data Slicing window opens and displays a list of all questions from the interactive slides followed by their answers.

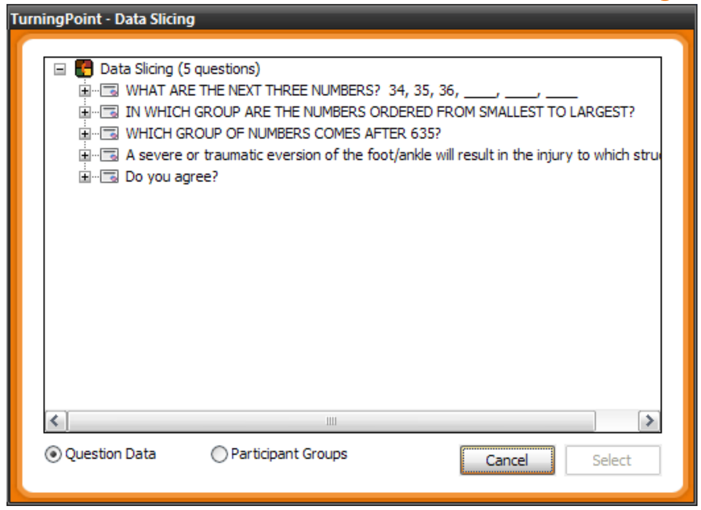
**Showbar Expansion: Data Slicing**



4 Expand the question that contains the answer whose data you wish to reference in the primary question slide, and select the **answer**.

For the example, to find out how many young adults prefer each type of music, you would select the 18–35 age range.

Data Slicing




5 Click **Select**.

TurningPoint retabulates the data to show the new distribution. Instead of viewing the results for the entire audience, you see the distribution for only the participants in the audience who submitted the selected answer.

After you have displayed a data slice, you can select a number on the keyboard corresponding to an answer to see the slice associated with that answer. You can also cycle through groups that have responded by pressing the G key.

6 To return the chart to its original data, press the **F6** key.