Ranking Wizard

Quickly and easily create slides that support decision-making, prioritization or other kinds of ranking with the Ranking Wizard. The Ranking Wizard automatically creates slides to compare items on up to three criteria, then summarizes the results in a chart.

Creating Polling Slides with the Ranking Wizard

The Ranking Wizard guides a user through the creation of a set of ranking slides.

1. Select an insertion point in the PowerPoint presentation for the ranking slides. The ranking slides will be added to the presentation after the insertion point.

2. Click the Tools icon on the ribbon/toolbar and select Ranking Wizard. The Ranking Wizard opens.

3. Enter a name for an item to be ranked in the box provided and click Add or press Enter on the keyboard. The item is added to the list. At least two items are needed for ranking. Repeat this step until all of the ranking items have been added to the list.

TIP
The list of ranking items can be saved and used again at a later time. Click the Save button (shaped like a disk) to save a text file with the list of items. To open the list click the Load button (shaped like a folder) to open a saved ranking list.
4 Enter a **name for the First Criterion** and, optionally, for the Second and Third Criterion in the boxes provided.

![Image of ranking criteria]

At least one criterion must be entered for the ranking. If the items are being ranked on a single criterion, leave the second and third criterion blank.

The first and second criterion appear on the horizontal and vertical axes of the chart, respectively. The third criterion is represented in the chart by the size of the bubble for each item.

5 Uncheck the boxes next to the number to limit the scale to less than 1 - 10.

Unchecking a smaller number also unchecks all the larger numbers. Click **Reset Scale** to restore the original ranking scale.

To edit the text of the scale, double-click the existing text.

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**TIP**

The ranking scale can be saved and used again at a later time.

Click the **Save** button (shaped like a disk) to save the ranking scale. To open the ranking scale, click the **Load** button (shaped like a folder) to open a saved ranking scale.

6 Click **Next**.

The Ranking Wizard advances and the display options can be specified. An example of how the slides will appear based on the selected display options is shown in the bottom of the window.

7 Select an option for **Present Items**. Only one item may be selected.

- Select **Standard X/Y/Z** to rank the items on a numerical scale for the criteria
- Select **Paired Comparison** to compare the items by pairs on the criteria. If paired comparison is selected, the box for a response of “No Preference” may be checked.
8 Select an option for Slide Order. Only one item may be selected.
   - Select Grouped by Criteria to group the slides for each item for the first criterion, then slides for each item for the second criterion and so on.
   - Select Grouped by List Item to group the slides for each criterion about the first item in the list, then the slides for each criterion about the second item in the list and so on.

9 Select the Polling Options. Multiple items may be selected.
   - Automatic open polling will open polling when each slide is displayed.
   - Auto-advance automatically advances the slide after all participants have responded to a question if no chart is shown.
   - Show Results will display a chart on each polling slide created by the Ranking Wizard.
   - First Response Only - When checked, TurningPoint Cloud only accepts the first response sent by each participant.

10 Click Create to create the ranking slides.
   The ranking slides and ranking chart are inserted into the presentation. (This may take a few moments if there are a large number of items.)

   **WARNING**
   The slides created by the Ranking Wizard should not be altered because the Ranking Wizard uses the results from the created slides to construct the final chart.
Demographic Comparison

A demographic comparison slide can be used to display the results of a question slide in terms of certain demographic information gathered from the participants. The slide is then linked to a Multiple Choice, Priority Ranking or True/False polling slide.

Inserting a Demographic Comparison

**IMPORTANT**
A presentation must contain at least one demographic and one polling slide or demographics in the selected participant list to set up a demographic comparison.

1. Select an **insertion point** in the PowerPoint presentation for the demographic comparison slide.
2. From the TurningPoint Cloud ribbon/toolbar, click the **Tools** icon and select **Demographic Comparison**. The Add Demographic Comparison Slide window opens.
3. Select the **Demographic** from the drop-down menu.
4. Select the **Question** from the drop-down menu.
5. Click **OK**. The demographic comparison slide is inserted into the presentation.
   - To remove a demographic comparison, simply delete the slide.

**NOTE**
If a demographic from a participant list was selected during slide creation, that participant list must be loaded with the Slide Show in order for the slide to function properly.

6. Repeat steps 1 - 5 to add additional demographic comparisons.

Conditional Branching

Conditional branching allows a user to control the order of slides in the presentation based on responses received from participants. Conditional branching is set up by defining a condition which, if satisfied, advances to a specified slide.

Setting Up Conditional Branching

1. Click the **Tools** icon on the TurningPoint Cloud ribbon/toolbar and select **Conditional Branching**. The Conditional Branching window opens.
2. Select the slide where the branch will begin from the Select a Slide drop-down menu.
3. Click Add to add a rule. The Conditional Branching Rules box displays the rule with a default name.
4. Optionally, click Rename to change the default name of the rule. Enter a name in the box provided and click OK.
5  Optionally, create additional conditions for a slide by clicking **AND Condition** or **OR Condition** as logical operators.  
   - Click **AND** Condition to link a conditional branching item to the previous item to specify that both conditions should be met. If “Condition” and “Condition” then go to “Slide Selection.”  
   - Click **OR** Condition to link a conditional branching item to the previous item to specify that either condition can be met. If “Condition” or “Condition” then go to “Slide Selection.”

6  Define all conditions in the Conditional Branching Rule Description box by selecting the appropriate link.  
   a  **Condition** - Choose Percentage of Responses, Number of Responders or Majority Rules.  
      The *Compound Rule Condition* box opens and displays up to three components of the compound rule that must be selected.

   b  **Comparison Operator** - Choose an operator to satisfy the condition. The choices are Greater Than, Less Than, Equal To, Not Equal To, Greater Than or Equal To, or Less Than or Equal To.

   c  **Value** - Determines the value or percentage to compare to in the next step. For Number of Responders, enter a number of responses (from 0 to the total number of participants). If Percentage of Responses was chosen, enter a percentage of responses (from 1 to 100).

   d  **Selected Answer** - Determines what answer must be selected to make the condition true. The number or percentage of responses for the selected answer will be used in the comparison. Any of the answer choices on the slide may be chosen. The condition uses the number of responses for that selected answer choice.

   e  **Slide Selection** - Select the slide to be displayed when the condition is fulfilled. Select any slide in the presentation.

7  Repeat steps 3 - 6 to add additional independent conditions to the same slide.

8  Click **OK** in the *Conditional Branching* window when all the conditions have been added to the slides.