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. The process of running a presentation requires a few preliminary steps and offers some options and tools that this chapter demonstrates for you.

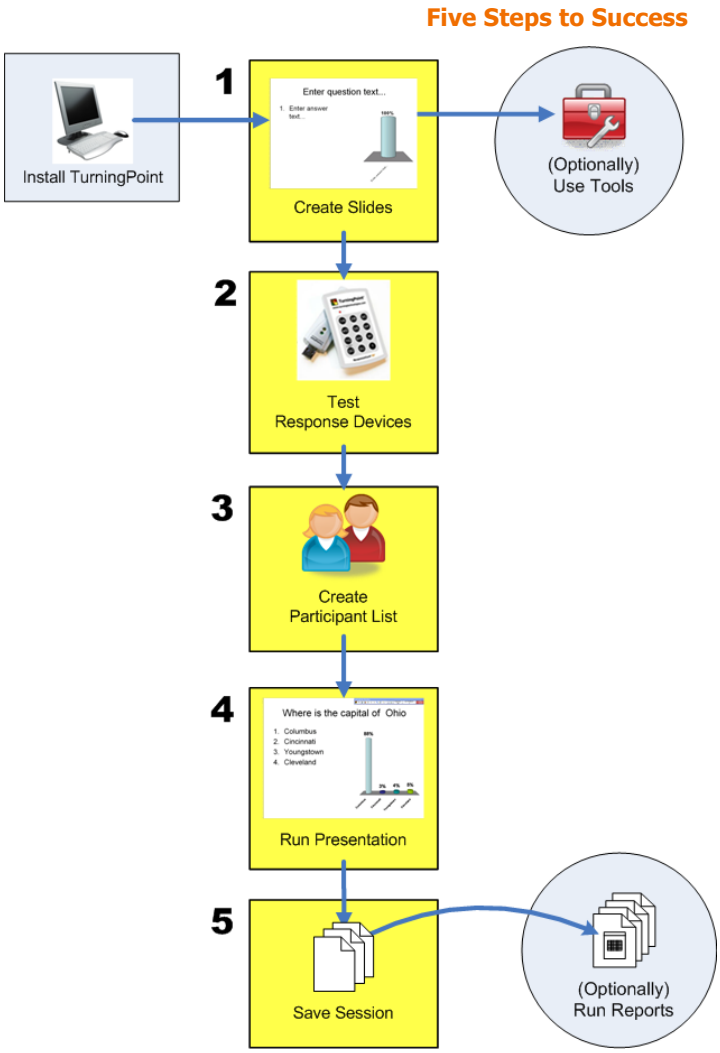
Each time you run a presentation, TurningPoint creates a unique session. A session is made up of data pertaining to the response devices, the participants in the audience, and the responses of the participants. This data typically saves to the computer that is running the presentation.

To run a presentation:

- Establish the settings for gathering and storing responses on the computer that runs the presentation. The settings are made up of the results data, which may need to be reset, the response devices, and the Participant List. Optionally, the settings could include preferences for the Response Grid, especially if infrared ResponseCards are used.
- Run a presentation session. A session is similar to running a typical PowerPoint slide show, but as you present, the Showbar is initially available at the top of the screen during interactive slides. The Showbar allows you to open and close polling, view polling status, and view the response data in a variety of ways.
- Save a session. You can save the results of your interactive presentation and generate reports through TurningPoint to evaluate the audience's responses. You will want to save the responses provided by your audience for each presentation session.

You can perform test runs or present the completed presentation to your audience. Behind the scenes, TurningPoint gathers, tallies, and stores the responses from your audience.

Recall the five steps to presentation success. As depicted in the following diagram, running a presentation session is the fourth step when using TurningPoint.



This chapter describes the following activities to help your presentation run smoothly:

- Run an interactive presentation using the Slide Show functionality. Find instructions for running a presentation in ***Run a Presentation*** on page 217.
- Control the presentation using the Showbar. Find instructions for using the Showbar in ***Run the Slide Show*** on page 221 and ***View Polling Status*** on page 225.
- Monitor the audience participation. Find instructions for monitoring in ***View Polling Status*** on page 225 and ***Use the Participant Monitor*** on page 227.

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***

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 especially helpful to sessions with infrared ResponseCards, that gives participants confirmation that their responses were received.

Before You Begin

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

If you are using ResponseCards or the ResponseWare App, you can use the Polling Test feature to test TurningPoint's ability to successfully receive responses. Find information on Polling Test in ***Chapter 4: Response Device and Settings Management***.

If you want to track responses, you must have also created a Participant List using the Participant List Assistant. 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***.

Step by Step Instructions

To create the settings for the presentation session…

1 From the PowerPoint Office menu, select Open.

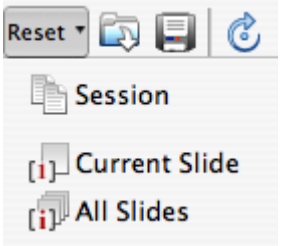
A window opens and displays the available files.

2 Select the TurningPoint presentation to be used, and select the Open button.

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 From the TurningPoint toolbar, select Reset > Session.

Reset Sessions



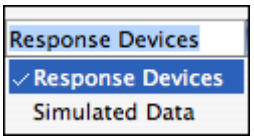
Prior to starting the presentation session, you must clear all prior audience responses that are stored in memory.

If you select Reset > All Slides, new data is appended to the end of the session without resetting the entire session. If you select Reset > Current Slide, you remove values for the current slide without removing the data from the session.

TurningPoint displays a window instructing you to wait until all responses have been cleared before continuing with your slide show.

4 Optionally, from the TurningPoint toolbar, select the Response Device menu and select an option for testing the presentation.

Response Device Selection



Response Devices is the default setting. TurningPoint allows you to select how responses will be provided during the presentation. Your choices are:

- 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***.

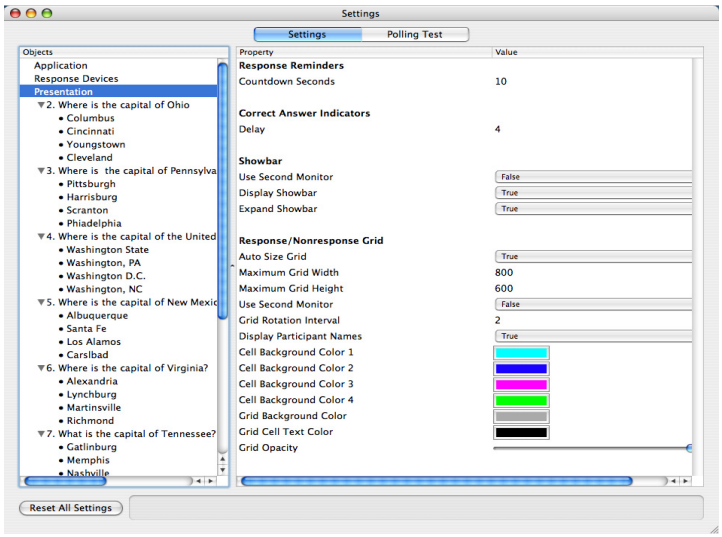
- Simulated Data—TurningPoint provides random responses to the presentation. TurningPoint determines the number of responses to provide based on the number of expected devices designated in settings. i.e. If you enter expected devices as 100, TurningPoint will provide 100 responses to each question in your presentation. Find more information on expected devices in ***Enable ResponseWare App*** on page 119.

> ***Note*** Always use the Response Devices default setting for an actual presentation. Select Simulated Data when testing a presentation.

5 Optionally, from the TurningPoint toolbar, select Tools > Settings. In the window, select the 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 99.

If infrared ResponseCards are used, it is recommended that you use a Response Grid, which gives participants confirmation that their responses are received. The Response Grid is unnecessary with radio frequency and ResponseWare App devices provide on-screen confirmation that responses have been received. The following settings affect the presentation and style of the Response Grid that can be shown during an interactive slide show.

Response Grid

> ***Note*** A Response Grid is recommended for use with infrared ResponseCards to give participants confirmation that their responses are received.

These settings affect what is displayed in each box of 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—use a slider to choose a percentage to identify how opaque the Response Grid should be when opened.
- 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.
- Maximum Grid Width—identifies how wide the Response Grid should be on the screen. The width is measured in pixels. The default setting is 800.
- Maximum Grid Height—identifies how wide the Response Grid should be on the screen. The height is measured in pixels. The default setting is 600.

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. You either save the responses to a session file or clear the memory.

Before You Begin

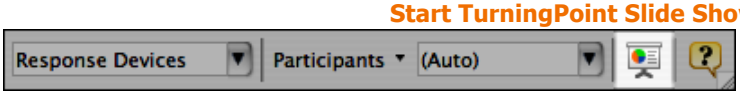
To run the slide show, you must first perform the steps listed under Establish Presentation Settings to create the settings for your presentation session.

Step by Step Instructions

To run the interactive presentation…

1 From the TurningPoint Toolbar select Start a TurningPoint Slide Show.

Start TurningPoint Slide Show

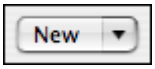


The first slide of the presentation is shown. TurningPoint displays the Showbar in the top right corner of the screen. The Showbar is a toolbar that provides activation buttons for polling, monitoring, and viewing responses during the slide show.

Showbar

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 short cut keys on your keyboard. Use the commands on the Showbar as follows:

Show/Hide Showbar	Closes the Showbar for the duration of the current presentation session.
Open Polling	Opens polling and allows participants to provide responses to your interactive presentation.
Close Polling	Closes polling and prevents participants from providing responses to your interactive presentation.
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.

Toggle Results	Changes the values displayed on each chart. The values can be represented as either numbers or percents.
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 using the controls in the Presentation Settings. Find more information about settings in ***Establish the Presentation Settings*** on page 217.
Show Non-Response Grid	Opens a Non-Response Grid on the screen. As each participant responds, their response box is removed from the grid.
Display Participant Monitor	Opens the Participant Monitor. Find more information in the ***Use the Participant Monitor*** on page 227.
Show/Hide Feed Back and Messaging	Opens and/or closes Feedback and Messaging.
Display interactive results	Expands the Showbar to display the responses, user feedback, and polling status.
Insert Slide 	Opens a drop-down menu and allows you to select the slide type to be inserted into the presentation.

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

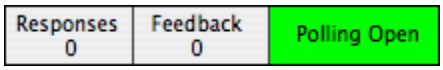
The control of each slide will vary slightly depending on the objects you choose to insert when you create the slides. Find information on slide objects and their behavior in ***Add Objects*** on page 86.

Optionally, you can press the N key, Return, Right Arrow, Down Arrow, Enter, or the Space Bar to control progress.

a Open polling. Select the Play button from the Showbar to open polling.

TurningPoint receives responses when polling is open.

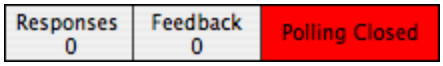
Polling Open



b Select the Stop button 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 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.

> ***Tip*** Store your session file in the Sessions folder suggested by TurningPoint to allow the session file to be used again by TurningPoint to restart sessions or generate reports. Find information about reports in ***Reports*** on page 235.

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 227.

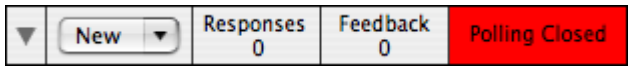
Step by Step Instructions

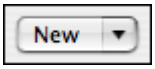
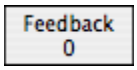
To view the polling results…

1. On the Showbar, select the Down Arrow button.

   The Showbar expands to display four additional regions that allow you to insert a slide and show the polling status. After everyone submits a response, the number in the Responses column equals the total number of participants.

Showbar Expansion



Down Arrow button	Expands the Showbar to display the responses, user feedback, and polling status. The Showbar also becomes fully visible on the slide.
Insert Slide drop-down menu 	Allows you to insert a slide during an interactive presentation.
Responses	Identifies the number of responses received from the audience. This area is not visible when the slide show starts.
Feedback 	With ResponseWare App devices, shows the typed questions. With ResponseCards, shows the presses of the question mark key.

Polling Polling Closed	Identifies whether polling is open or closed. The background of this region is green when polling is open and red when closed. This area is not visible when the slide show starts.

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 ResponseCards.

2 Optionally, display a Response Grid during the session. From the Showbar, select the Show Response Grid button.

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. Specifically helpful to participants using infrared devices, these grids give the participants confirmation that their responses were received. Radio frequency and ResponseWare App devices display confirmation right on the device.

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 you close polling, 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, 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 99.

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 if you would like to keep track of how people are responding during your 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 Mac Help and ***Chapter 4: Response Device and Settings Management***.

Step by Step Instructions

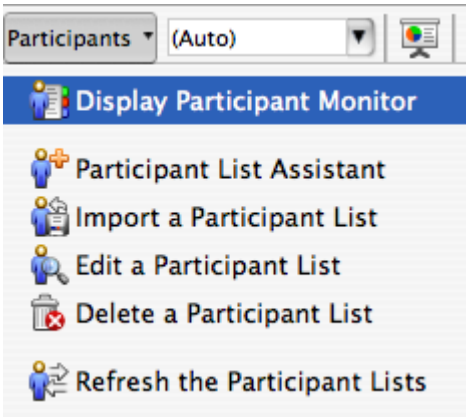
To monitor participants…

1 While running the slide show, from the Showbar select the Display Participant Monitor button.

Select Display Participant Monitor

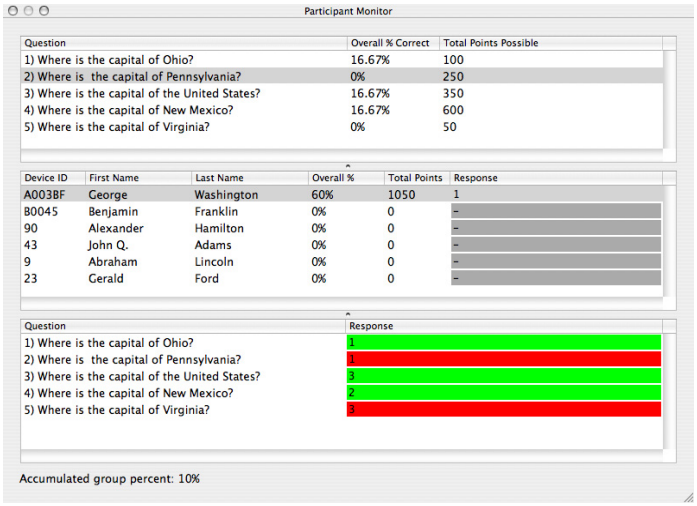
Alternatively, you can display the Participant monitor after running a slide show by selecting Participants > Display Participant Monitor from the TurningPoint toolbar.

Participant List Menu: Display Participant Monitor



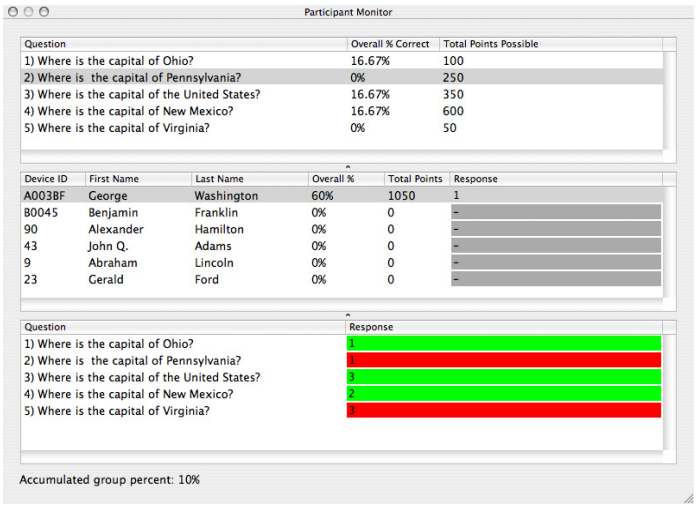
TurningPoint opens the Participant Monitor window displaying Question, Participant, and Individual details about each participant's response and the percentage of correct answers.

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.

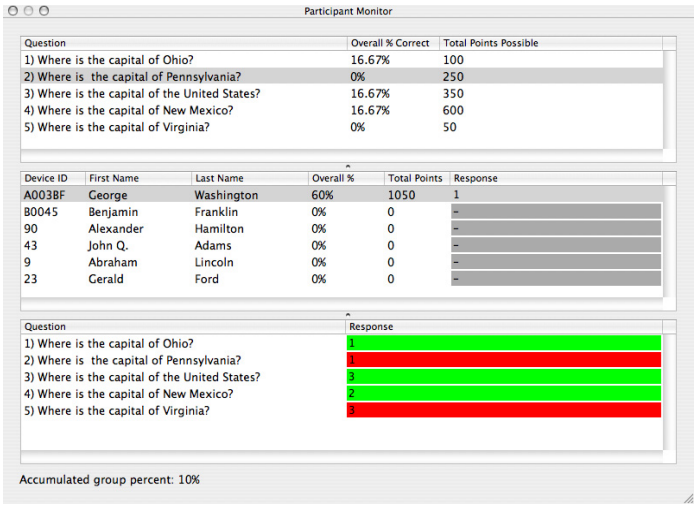
Participant Monitor Window: Question Region



The Participant Region lists the details about the participant, overall percentage of correct answers, total points

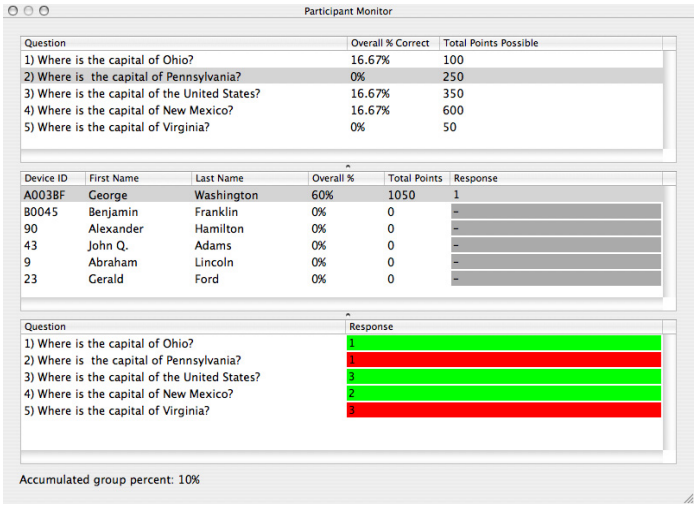
accumulated, and the response time and response for the question selected in the Question Region.

Participant Monitor Window: Participant Region



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

Participant Monitor Window: Individual Region



2 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 at your fingertips through the Showbar.

Step by Step Instructions

To add a new slide…

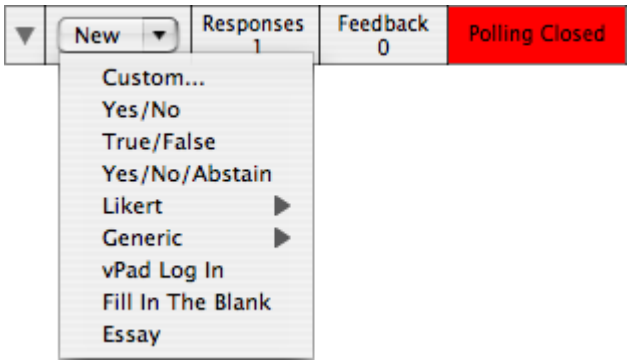
1 Insert a new slide in one of the following ways:

- 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.

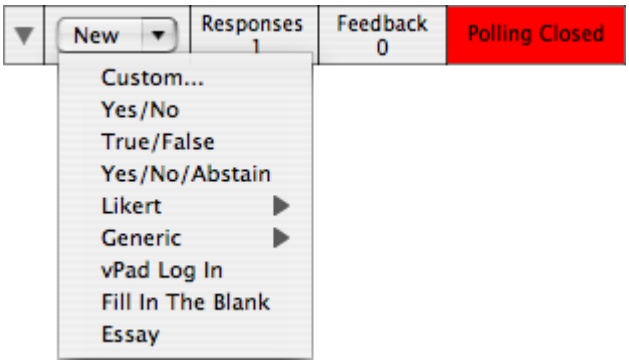
The slide is automatically inserted.

Showbar Expansion: Insert a Template Slide



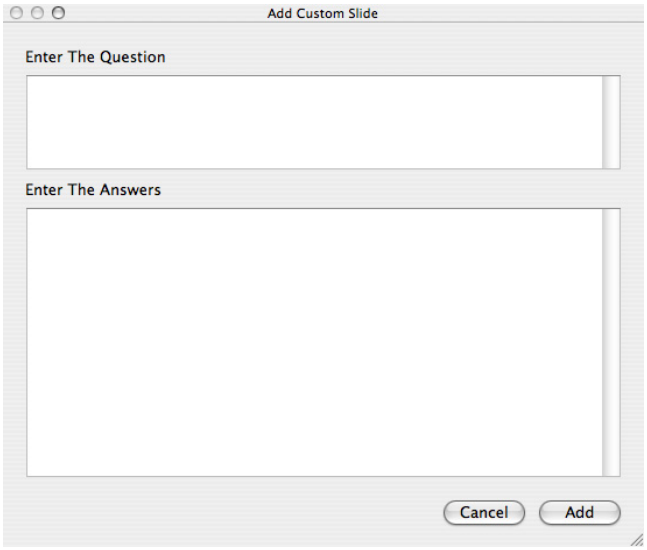
- Custom Slide - select the Insert an on-the-fly Slide drop-down menu on the Showbar, select Custom, and go to step 2.

Showbar Expansion: Insert a Custom Slide



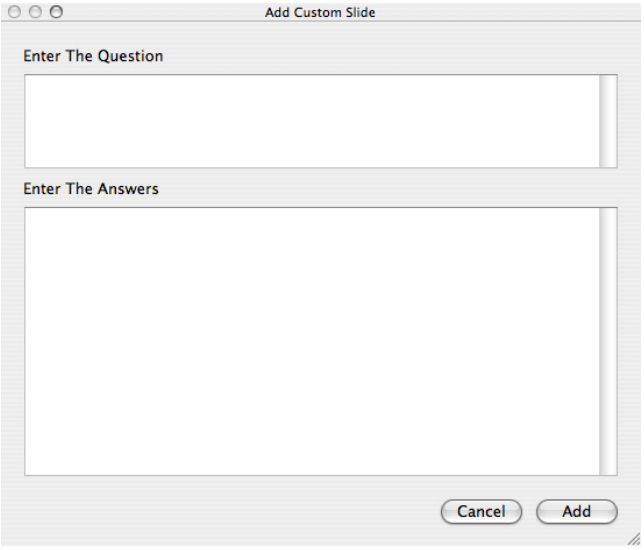
The Custom Question window opens to display the fields for typing the question and answer choices to be used on the interactive slide.

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.

- If you select the Insert Slide button, the Custom Question window is displayed.

3 Select the Insert button.

Where Do I Go From Here?

This chapter has demonstrated how to run and manage presentations.

You are now ready to begin reviewing reports and understanding presentation data. You can find information in ***Chapter 8: Reports***.