

CREATING CONTENT

1. Sign into [TurningPoint web](#).
2. Click **View** on desired course.
3. Select **Content** from the top navigation.
4. Select **Add Question List** on the left.
5. Enter **Question List** name.
6. Click **Save**.
7. Select **Create Question**.
8. Type **question text** and **answer text** in fields provided.
9. Select a correct answer if applicable.
10. Click **Save**.

RUNNING YOUR SESSION

LIVE POLLING

1. Sign into [TurningPoint web](#).
2. Click **View** on desired course.
3. Select **Content** from the top navigation.
4. Select a **Question List**.
5. Click **Play** at the top of the page.
Communicate *Session ID* located at the top of the page to participants.
6. Click **Play** button to open polling.
7. Click **Stop** button to close polling.
8. Click **Next** button to poll another question.
9. Repeat steps 6 - 8 until your session is complete.
You will receive a notification when you reach the end of your content.
10. Select **End**.

SCHEDULED POLLING

1. Sign into [TurningPoint web](#).
2. Click **View** on desired course.
3. Select **Content** from the top navigation.
4. Select a **Question List**.
5. Click **Schedule** at the top of the page.
6. Enter **Session Name**.
7. Select **Start Date/Time**.
8. Select **End Date/Time**.
9. Select *Require Participant Sign In* if desired.
10. Choose settings for **First Name**, **Last Name**, and **Email**.
11. Click **Create**.
Content is scheduled.
12. Click **Share** to copy link for participants.
Communicate link to participants.

ACCESSING RESULTS

1. Sign into [TurningPoint web](#).
2. Locate the desired course and click **View**.
The course opens on the *Roster* page.
3. Click **Results** on the top navigation.
The results page opens and loads the first session by default.
4. Select a **session** from the left panel to view results.
5. Optionally, click **Reports** or **Upload Grades**.