Polling

CREATING CONTENT

1. Sign into TurningPoint web.
2. Click **View** on desired course.
   The course opens on the **Content** page.
3. Select **Add Question List** on the left.
4. Enter **Question List** name.
5. Click **Save**.
6. Select **Create Question**.
7. Type **question text** and **answer text** in fields provided.
8. **Select** a correct answer if applicable.
9. Click **Save**.

RUNNING YOUR SESSION

LIVE POLLING

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

SCHEDULED POLLING

1. Sign into TurningPoint web.
2. Click **View** on desired course.
   The course opens on the **Content** page.
3. Select a **Question List**.
4. Click **Schedule** at the top of the page.
5. Enter **Session Name**.
6. Select **Start Date/Time**.
7. Select **End Date/Time**.
8. Select *Require Participant Sign In* if desired.
9. Choose settings for First Name, Last Name, and Email.
10. Click **Create**.
    Content is scheduled.
11. 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 **Content** 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**.