Polling

CREATING NEW CONTENT

1. Sign into TurningPoint web.
2. Click **Select** on desired course.
   The course opens on the **Content** page.
3. Select **Create Content**.
4. Name your Content and click **Create**.
   The content creation page opens.
5. **Click** the **Create** drop-down arrow.
6. **Select** your desired **question** or **content** type.
7. Type **required text** in fields provided.
8. **Select** additional options if applicable.
9. Click **Save**.

RUNNING YOUR SESSION

LIVE POLLING

1. Sign into TurningPoint web.
2. Click **Select** on desired course.
   The course opens on the **Content** page.
3. Select **Manage** on the content you want to use.
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 5 - 7 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 **Select** on desired course.
   The course opens on the **Content** page.
3. Select Manage on the content you want to use.
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 **Schedule**.
    Content is scheduled.
11. **Share** a copy of the link from the schedule tab.
    Communicate link **to participants**.

ACCESSING RESULTS

1. Sign into TurningPoint web.
2. Click **Select** on desired course.
   The course opens on the **Content** page.
3. Click **Results** on the top navigation.
   The results page opens and loads the gradebook by default.
4. Select the **sessions tab** to view session results.

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