Once a PowerPoint Polling presentation has been created with clicker slides and students have been added into the appropriate participant list, it is now time to run a session. This is very similar to running a standard PowerPoint presentation with some key differences:

- A PowerPoint Polling session should be “reset” before it is run. This clears out any previous responses.

- When a clicker slide appears, polling automatically opens, allowing students to respond. Polling closes when the instructor clicks the mouse (or presses ENTER) to advance to the next slide. Results will then be displayed on the screen. The instructor will have to click the mouse again (or press ENTER) to actually advance to the next slide.

**RUNNING A POWERPOINT POLLING SESSION**

1. Open the TurningPoint application.
2. Select the correct Participant List.

3. Click PowerPoint Polling in the TurningPoint interface.

   ![Participants list]

   **PowerPoint® Polling**
   Deliver interactive PowerPoint presentations using seamlessly created PowerPoint slides or imported TurningPoint question lists.

4. Open your PowerPoint Polling presentation.

5. On the TurningPoint menu ribbon, click **Reset** and select **Session**. This clears out any previous response data.

   ![TurningPoint menu ribbon]

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6. Ensure the correct participant list is selected in the drop-down menu.

7. Begin the slide show (F5 is a convenient shortcut to start the show from the beginning).
   a. Click to advance through the slide show normally.
   b. Clicker-enabled slides will open polling automatically.
   c. Click a second time to close polling and display results.
   d. Click again to advance to the next slide.

Clicker-enabled slides have a menu bar that appears at the top of the slide (see below).

![Menu Bar Diagram]

The menu bar indicates how many students have responded and whether polling is open or not. The shortcut keys listed below illustrate which functions are available with the menu bar. **NOTE:** Some of the functions listed below are not directly available with the menu bar, but can still be used while in presentation mode.

- **CTRL+1** - Clears the responses and accepts new responses from the audience currently displayed questions. Both the original responses and the new responses are stored in the session file.
- **CTRL+2** – Show / hide countdown timer (if one is set for the slide).
- **CTRL+3** – Play / pause countdown timer (if one is set for the slide).
- **CTRL+4** – Show / hide a response grid screen allowing you (and the students) to see which participants have responded to the question.

- **CTRL+5** – Show / hide connection information will display the current channel.

- **CTRL+6** – Show / hide chart.

- **CTRL+7** – Show / hide presentation window.

- **CTRL+8** – Closes the ShowBar for the duration of the current presentation session.

- **CTRL+9** – Start / stop polling.

- **CTRL+0** – Changes the values displayed on each chart. The values can represented as either numbers or percents.