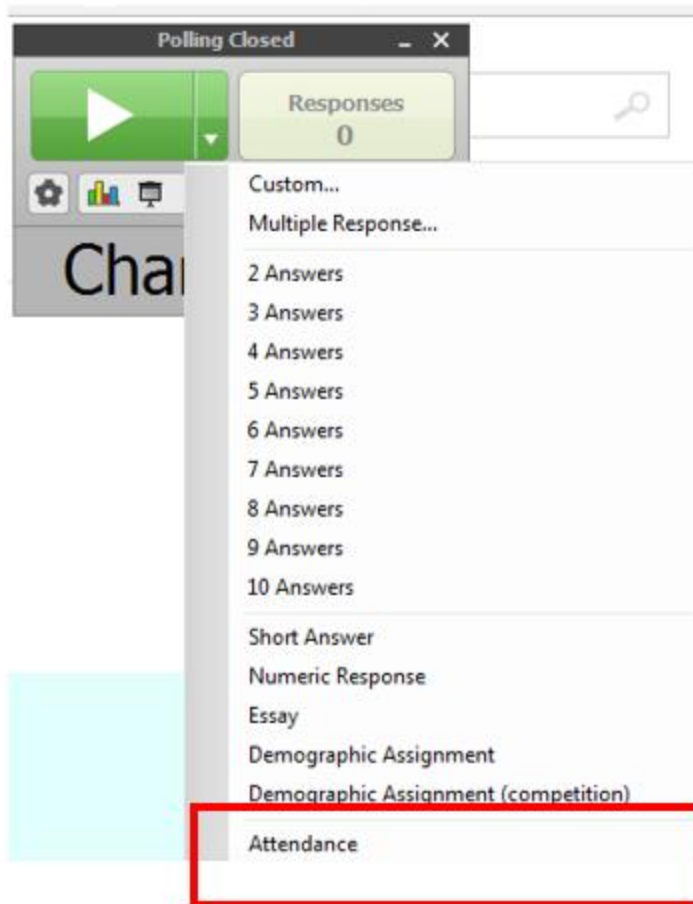




Attendance Using TP 8

Take attendance from Anywhere Polling

- Open TurningPoint 8 and sign in to your Turning Account.
- Click on the Participant list that you want to take attendance for.
- Open Anywhere Polling.
- From the Anywhere Polling showbar, click the **Quick Poll Menu** and select **Attendance**.
 - **NOTE** The Attendance feature is only available when polling is closed.



The Attendance Poll window appears.



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- Instruct the participants to press any number on their clicker or ResponseWare device.
 - **NOTE** Device IDs are displayed if not listed in the participant list or if a participant list is not loaded.

Press any number key to be marked present.

Channel 57

Name : Attendance 1

Present (0) Absent (10)

Brown, Harrison
Johnson, Mark
Jones, Jon
McBride, Jennifer
McBride, Jessica
Richardson, Lenore
Schoop, Gary

Font Size

A A Close Polling Cancel

- Click **Present** to display the names or Device IDs of participants in **attendance**. Alternatively, click **Absent** to display the names of participants who are not in **attendance**.
- When you are finished taking attendance, click Close Polling.
 - **NOTE** Attendance can be polled multiple times throughout the session.
- Save the session



Taking Attendance in PowerPoint Polling

IMPORTANT

It is not necessary for the presentation to contain TurningPoint Cloud polling slides, however the TurningPoint Cloud add-in must be open in PowerPoint to use the attendance poll.

NOTE Attendance can be polled multiple times throughout the session.

- Open TurningPoint 8 and sign in to your Turning Account.
- Click on the Participant list that you want to take attendance for.
- Click PowerPoint Polling
- From PowerPoint, begin your slideshow.
- From a polling slide, click the hand icon on the showbar. The Attendance feature is available only when polling is closed.



Alternatively, from a non-polling slide, press CTRL + 8 simultaneously on your keyboard to display the showbar and click the hand icon on the showbar.

TIP: Ctrl + 8 is the default shortcut to display or hide the showbar in a presentation. To change this shortcut key, open Preferences, then select Software from the left panel.



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The Attendance Poll window appears.

A screenshot of a software window titled 'Attendance Poll'. At the top, it says 'Press any number key to be marked present.' Below that is 'Channel 57' and a text field for 'Name' containing 'Attendance 1'. There are two buttons: 'Present (0)' and 'Absent (10)'. A list of names is shown in a scrollable area: Brown, Harrison; Johnson, Mark; Jones, Jon; McBride, Jennifer; McBride, Jessica; Richardson, Lenore; Schoop, Gary. At the bottom, there is a 'Font Size' section with two 'A' buttons, and 'Close Polling' and 'Cancel' buttons.

- Instruct the students to press any number on their clicker or ResponseWare device.

NOTE Device IDs are displayed if not listed in the participant list or if a participant list is not loaded.

- Click **Present** to display the names or Device IDs of participants in attendance. Alternatively, click **Absent** to display the names of participants who are not in attendance.
- When you are finished taking attendance, click **Close Polling**.
- Save the session.