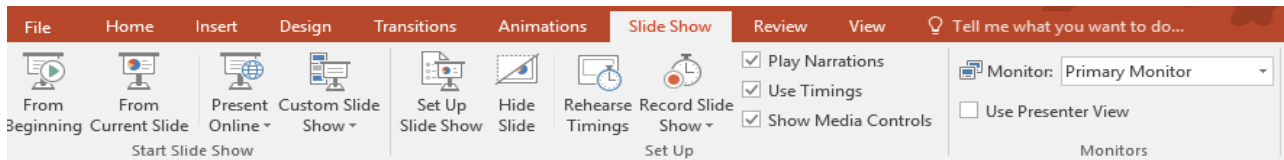


TURNING TECHNOLOGY INSTRUCTIONS FOR LECTERN

FOR NOW –students (except L2s) have to be plugged in with their Ethernet cables to respond or log in through <https://account.turningtechnologies.com/account>.

1. **PRESS CONTROL/ALT/DELETE – task manager**
 - a. **Stop all powerpoint tasks (presenter log on) – if you need help with this let me know.**
2. **Now Log on to PC with your log on – not the Presenter log on**
3. **Transfer your powerpoint to the desktop**
4. **Open turning technologies**
 - a. **It takes a while; Sign in – it should automatically open to you**
5. **Open your powerpoint***
6. **Go to Slide Show in top ribbon**

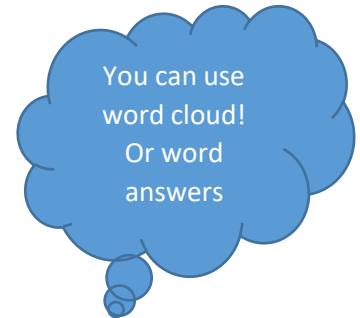


- a. **Unclick use presenter view**
- b. **Click primary monitor**

7. **Go to Turning Point in the ribbon**



- a. **Go to Live Polling**
- b. **Mobile Responses – start session – get number for students**



8. **Now you can start**
9. **DO NOT USE THE KENSINGTON POINTER**
10. **You can use the Logitech (digital pointer) – use only the top button to point AND ADVANCE when you are in the middle of clicker slides**
 - a. **You can use the advance on the computer too.**
 - b. **If you don't know how to configure the Logitech pointer let me know - sometimes settings are not what you want – I can show you.**

Sometimes poll stay closed – you should be able to reset in top right ribbon where it shows how many responses

***If it says a powerpoint is open – go to task manager CTRL/ALT/DEL**

- **If it is under apps (it is called something else on lectern) – highlight and end task (bottom right)**
- **If not scroll down under Background processes and powerpoint exe. will be there – highlight and end task**

HAVING REAL TIME ISSUES: TXT /CALL ME (JOY) 504-259-3620