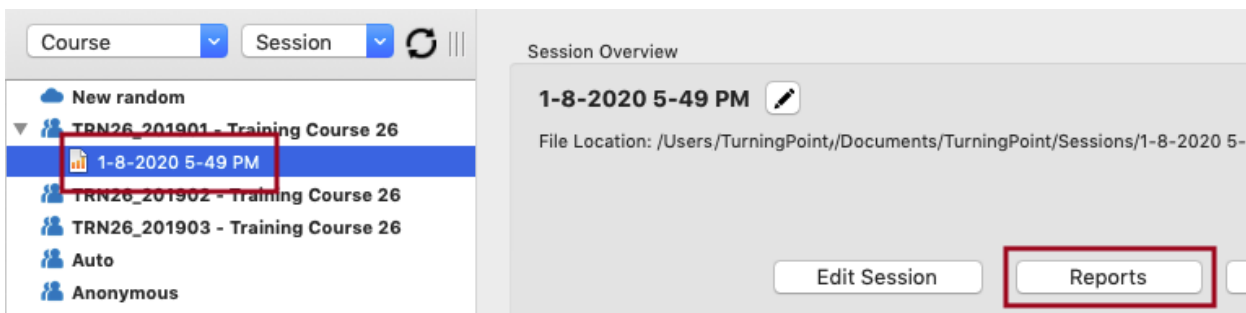


TurningPoint: Generate Reports from a Polling Session

You can view a variety of reports based on the responses received during your TurningPoint sessions. Reports can be exported as a .CSV or Excel file.

1. After a TurningPoint session, save the session, return to TurningPoint, and click **Manage**.
2. Select the **Session Name** from the panel on the left and click **Reports** on the Session Overview page. You can also double click the session name to open Reports.



3. In the Reports window:
 - a. Select a **Report Type** from the drop-down menu in the right panel. There are eight types of reports.
 - b. Customize each report by selecting the **Options** in the right panel.
 - c. Click **Export** to save the report as a .CSV or Excel file.

Session Name: 1-8-2020 5-49 PM
 Date Created: 1/8/20, 5:47:10 PM Active Participants: 1 of 4
 Average Score: 100.00% Questions: 5

2. GW is in Washington, DC. (True / False)

Responses	
Percent	Count
True (c)	100%
	1

100%