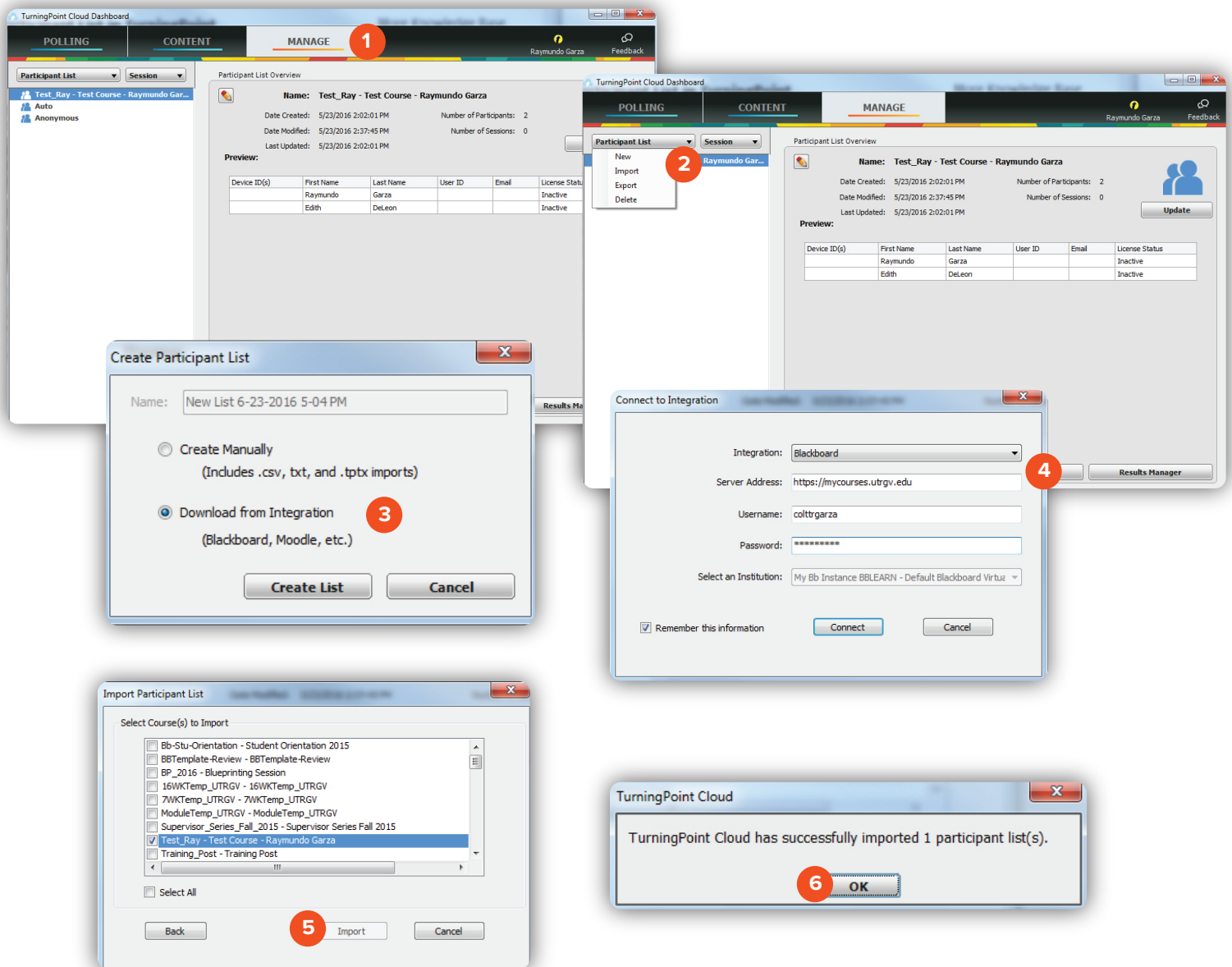


HOW TO ADD A PARTICIPANT LIST IN TURNINGPOINT

1. Click on the **"Manage"** tab on the Turning Point Dashboard.
2. Click on the **"Participant List"** dropdown and select the first option, **"New"**.
3. On the Create Participant List screen, select **"Download from Integration"** and click on **"Create List"**.
4. From the Connect to Integration pop-up screen, click on the Integration dropdown and select **"Blackboard"**. Enter the Server Address exactly as shown in the figure below. Enter your Username and Password, check the box to Remember this information and click **"Connect"**.
5. In the Import Participant List window, select the course from which you would like to import the participant list and click the **"Import"** button.
6. A window pops up with a message: Turning Point has successfully imported 1 participant list(s). Click **"OK"**. You will be able to see the required participant list on your screen and can now add session files.



Brownsville Campus

Edinburg Campus

Office: Rusteberg 108
Phone: 956-882-6792
Fax: 956-882-6751

Office: Education Complex (EDCC) 2.202
Phone: 956-665-2979
Fax: 956-665-5276

coltthelp@utrgv.edu | coltapps.utrgv.edu/helpme | utrgv.edu/online

The University of Texas
Rio Grande Valley
Center for Online Learning
& Teaching Technology