HOW TO ADD A PARTICIPANT LIST IN TURNINGPOINT
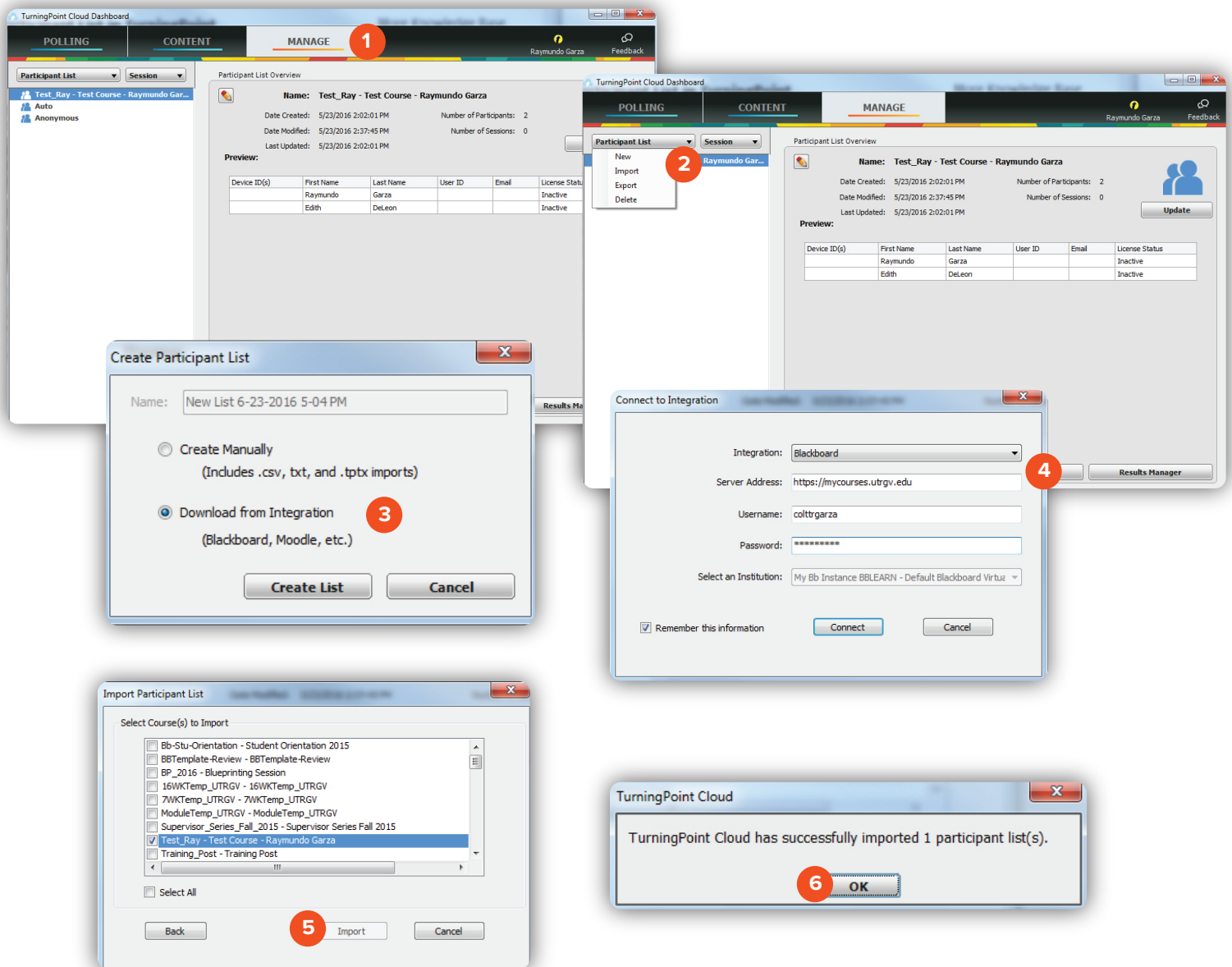
1. Click on the "**Manage**" tab on the Turning Point Dashboard.
2. Click on the "**Participant List**" dropdown and select the first option, "**New**".
3. On the Create Participant List screen, select "**Download from Integration**" and click on "**Create List**".
4. From the Connect to Integration 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.