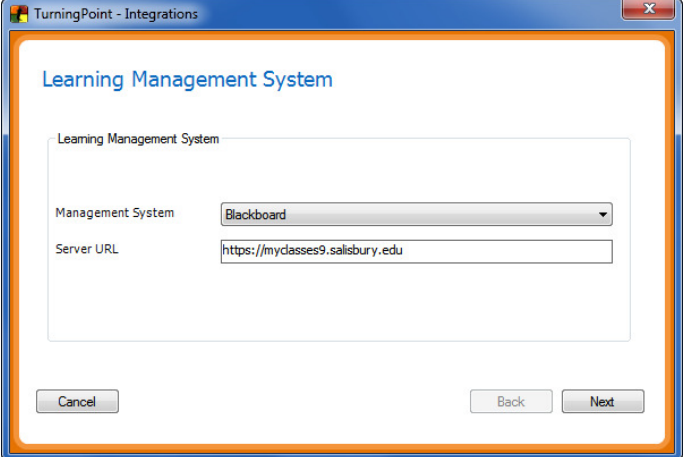


TurningPoint Quick Sheet: Exporting Participants Lists from Bb

1. Open TurningPoint
2. Select the TurningPoint tab in the menu ribbon
3. Click Tools
4. Click Integrations
5. Enter the required information:
Management System: Blackboard
Server URL: <https://myclasses9.salisbury.edu>.



TurningPoint - Integrations

Learning Management System

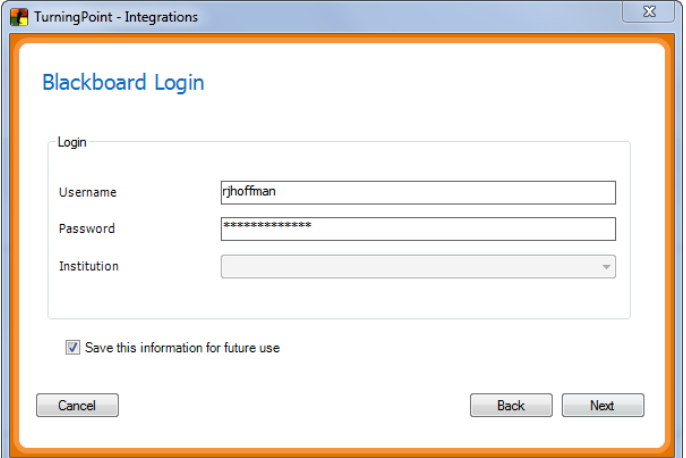
Learning Management System

Management System:

Server URL:

Buttons: Cancel, Back, Next

6. Click Next
7. Type in the User Name and Password you use to access Blackboard and Click Next. *Check the Save this information for future use box ONLY if you are logged in on your home or office machine. Click Next.
8. You will see a list of all of your Blackboard courses that you have available to you. Select the course you want to import your session data to and click Next.
9. Select Import Participant List and click Next.



TurningPoint - Integrations

Blackboard Login

Login

Username:

Password:

Institution:

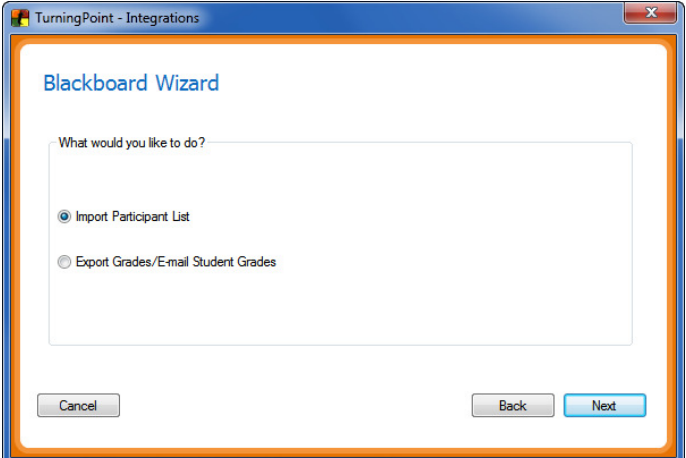
Save this information for future use

Buttons: Cancel, Back, Next

10. You will see a list of all of your Blackboard courses that you have available to you. Select the course you wish to export the Participant list from and click on FINISH.

11. A Save As dialog box will open. Navigate to the location where you want to save your participant list(s). In most cases, this will be your P:\ drive or a Thumb Drive. Click Save to save your participant list.

NOTE: The name of the participant list file includes a time/date stamp indicating when the file was saved. This is useful when saving multiple versions of the same course list (in the event that students add/drop a course, for instance).



TurningPoint - Integrations

Blackboard Wizard

What would you like to do?

Import Participant List

Export Grades/E-mail Student Grades

Buttons: Cancel, Back, Next