



TurningPoint Quick Sheet: Creating a Participant List



When adopting student use of response cards (i.e. "clickers) through the Bookstore and the TurningPoint Request Form (www.salisbury.edu/clickers), you are also enabling your class section in GullNet to be a "Clicker course". Students will register their clicker through GullNet and then using these steps you can generate a Participant List to include in TurningPoint. The following instructions describe how to obtain your roster with clicker codes and then create your TurningPoint Participant List.

Obtaining Your Roster from GullNet

1. Log into GullNet (<http://gullnet.salisbury.edu>).
2. Click on **Self Service, Academic Planning, Create Clicker Student Files**.
If this is your first time doing this, Click **Add a New Value** at the bottom of your screen. Enter your username in the Run Control ID box. Click **Add**. If this is not your first time doing this, Click **Search**.
3. Click the magnifying glass next to Term and select your designer Term. Below is a list outlining the syntax of the term code:
4. Click the magnifying glass next to Class and select your desired Class.
Note: *Only classes that have been identified as a clicker course will appear in the lookup.*
5. Click **Save**.
6. Click **Run**.
7. Select **Email** for the Type of Report and the **CSV** as the Format.
8. Click **OK**.

When the report is complete, you will receive an e-mail in GroupWise from [<psadmin@salisbury.edu>](mailto:psadmin@salisbury.edu) with a subject of 'Output from SUSR0043'. Your file for importing into the Turning Point software will be attached to the e-mail and have .csv as part of the file name. A report will also be attached to the e-mail that will show the total number of students included on the extract file that is created. The report can be accessed using Notepad.

9. Save the attached .csv file to somewhere on your computer.

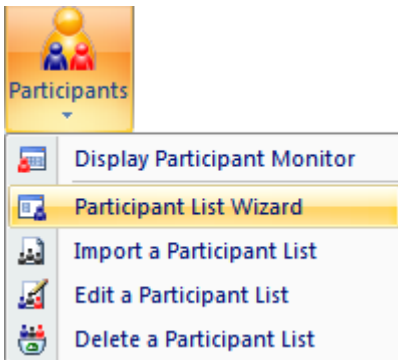
Importing your Roster into a TurningPoint Participant List

1. Open TurningPoint.

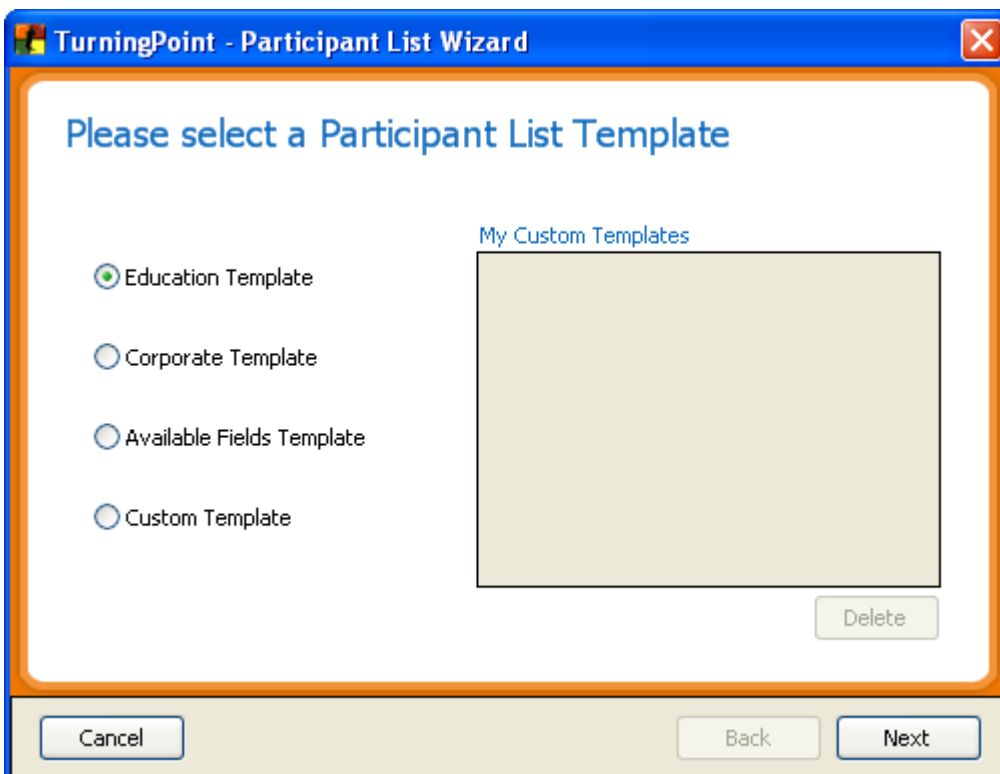
2. On the TurningPoint toolbar, click **Participants**.



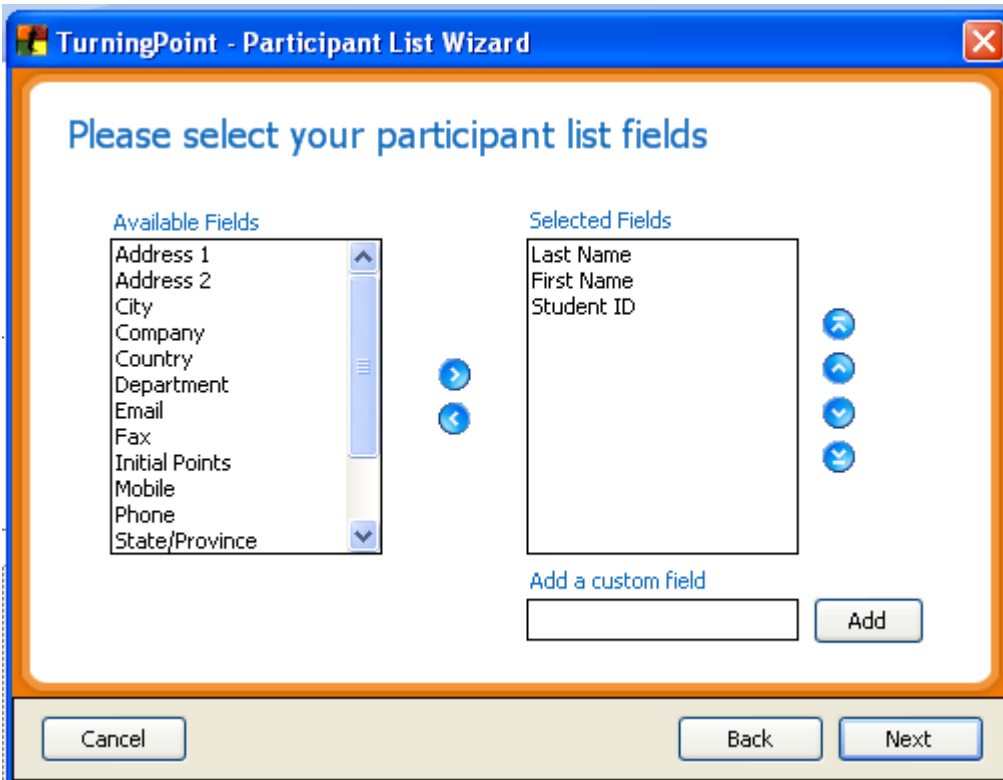
3. A Drop-Down menu will appear. Click on **Participant List Wizard**.



4. Select the type of template you wish to you. (Normally, you would select Education). Click **Next**.



5. The next window requests for the participant list fields. The minimum you need is First Name, Last Name and Student ID. Click **Next**.



6. If you would like to identify groups for you class, you would do that in this step, otherwise click **Next**.



7. Type the name of the participant list. It is recommended to include the course number, section and semester (i.e. PSYC101_Fall06).



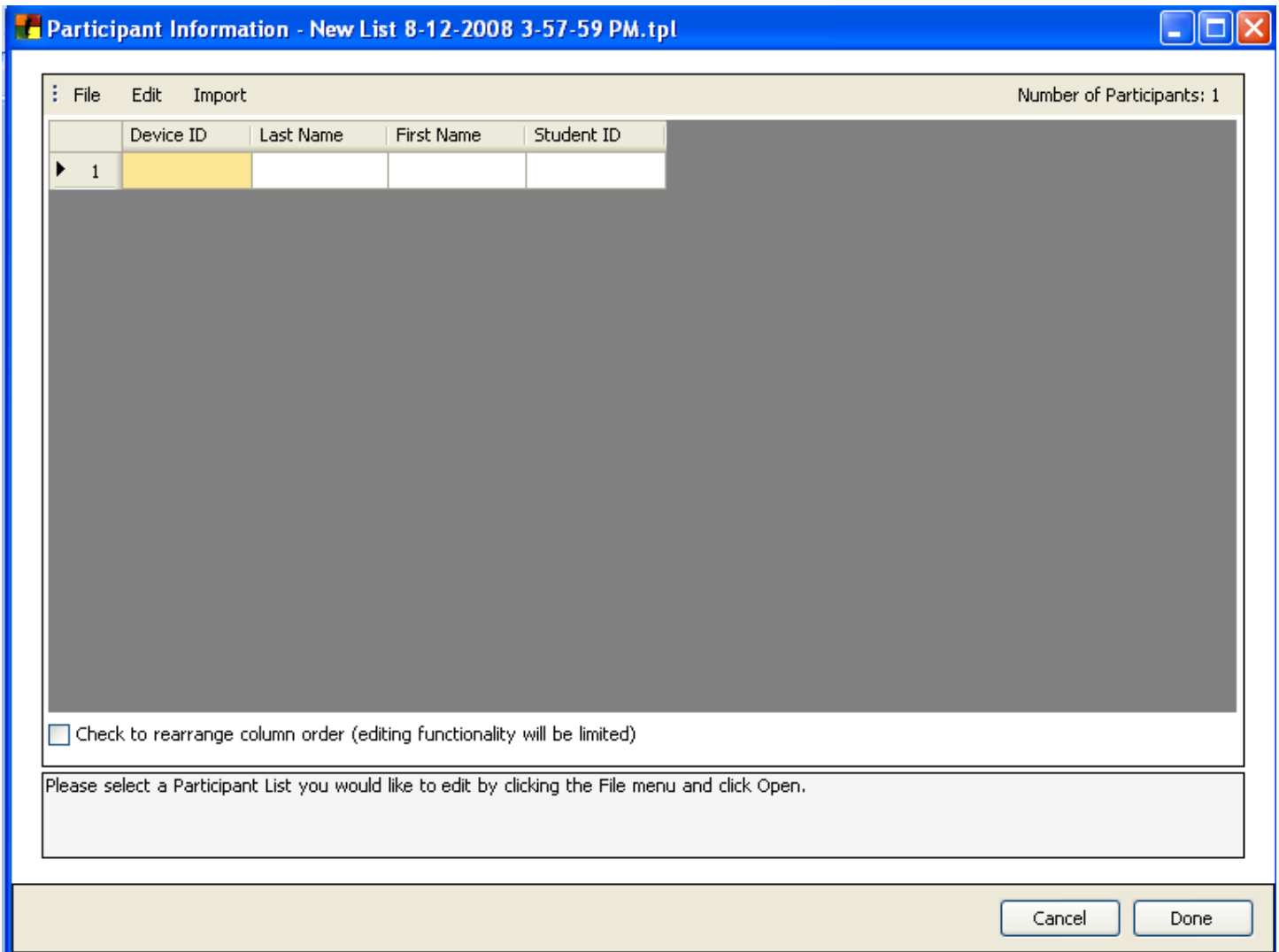
The image shows a screenshot of a software dialog box titled "TurningPoint - Participant List Wizard". The main heading inside the dialog is "Add Participant Information". Below this heading is a section titled "Participant List Summary" which contains three input fields: "Name:" with the text "Class Name - Section", "Number of Fields:" with the value "2", and "Number of Groups:" with the value "0". Below these fields is a paragraph of text: "Click 'Finish' to generate your Participant List and launch the Participant Information Dialog. From this dialog you can add, edit, import, or export participant information and assign participants to groups." At the bottom of the dialog, there are three buttons: "Cancel", "Back", and "Finish".

8. Click **Finish**.

9. You will be prompted save your current template. If you will be making more than one Participant List in the same manner, you can create and name your own template at this time. Otherwise, click No.

10. You will be prompted to save the configuration – this is optional but could be helpful if your class size and fields for the Participant List will be similar for each class.

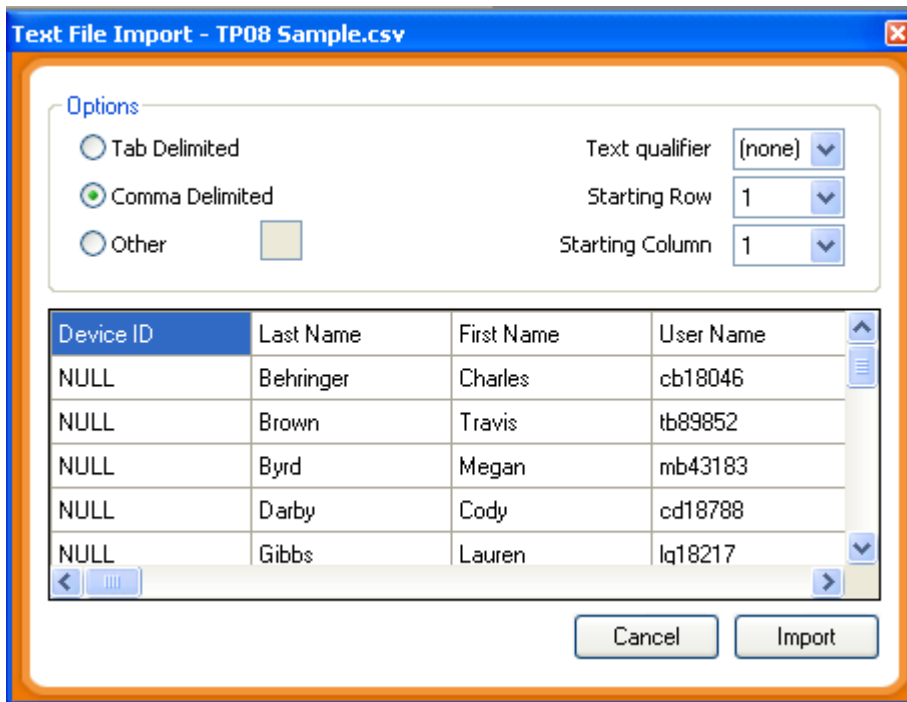
11. The Participant information window will appear, select Import, Excel, Delimited Text file (as shown on next page)



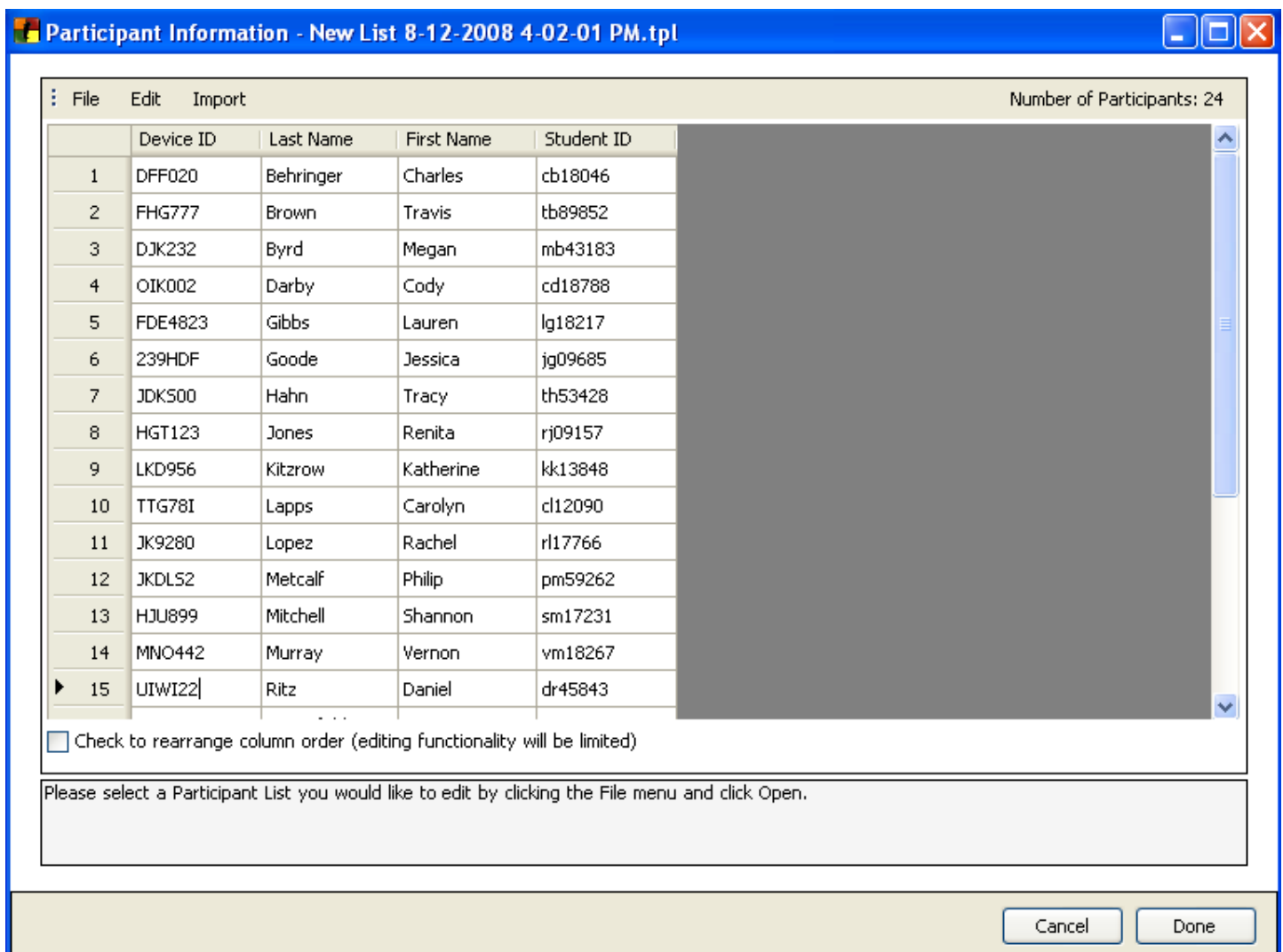
12. Locate the CSV file you download from your GroupWise email and click **Open**.

13. A text import window will appear – select **Comma Delimited** on the right, then Select **2** for the starting row (this eliminates the heading provided in the CSV file).

It should look something like this:



14. Click **Import**.



15. Then click **Done** to save the changes and close the window.

16. The files will be saved with a .tpp extension in MyDocuments/TurningPoint/Participants. You will need to copy this file and place it on the computer in the classroom. When you do this, you open TurningPoint and from the Participant List, select **Import Participant List**.