

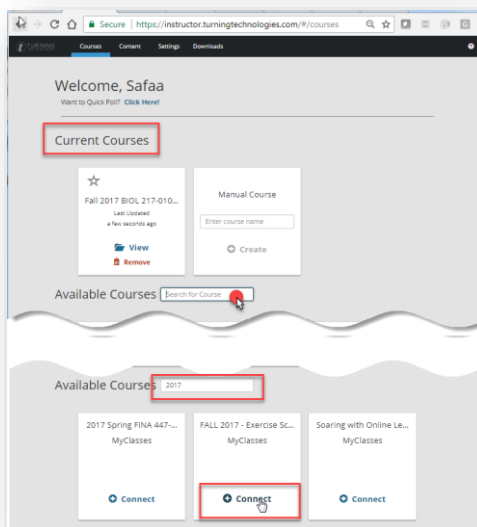
Adding and Managing Courses in TurningPoint Web Dashboard – Instructor

Note: To access the TurningPoint Web Dashboard, you must create and authorize a Turning Account through MyClasses. If you don't have an account, please follow the "[Create and Authorize Turning Account through MyClasses](#)" instructions to create and authorize your account.

Adding a Course from MyClasses:

1. Sign into MyClasses and access your course.
2. Click the "Clicker Registration" link to access your Turning Technologies account. The TurningPoint Web dashboard will display.
3. Under Available Courses, click "Connect" on each course you want to sync to TurningPoint. The courses will move to Current Courses.

NOTES: [1] Courses must be "Published" to show under "Available Courses" within TurningPoint.
[2] You can use the "Search for Course" text box to quickly locate the course to be connected.



Emailing Participants:

Through the MyClasses integration with Turning Technologies Account you can email participants to remind that they need to create an account, register a license or a device.

1. Repeat steps 1 and 2 (if necessary) to sign in to your Turning Technologies Account. The TurningPoint Web instructor dashboard will display.
2. Locate the Course you wish to email students.
3. Click View.
4. Click Email Students in the upper right hand corner.
5. Select desired option(s).
6. Click Send.

NOTE: The emails will only go out to those who need the option(s) chosen.

