

PARTICIPANT LISTS

This material is excerpted from the User Guide, which you can find on the USB receiver, and Penn-specific information has been added in red.

A participant list is a list of participant names, User IDs, Device IDs and other custom categories. The use of a participant list allows for detailed reporting on each participant from a session.

TurningPoint sessions are grouped based on the participant list with which they are associated. For more information on participant list-based session management, see **Results Manager** on page 131.

This chapter covers the following sections:

- Creating Participant Lists**
- Modifying Participant Lists**
- Demographics**
- Managing Participant Lists**

Creating Participant Lists

Participant lists can be created by entering the participant information into TurningPoint or by downloading the information from a Learning Management System (LMS).

This section covers both methods for creating a participant list.

- ~~Manually Creating a Participant List~~ only for very small classes
- Downloading a Participant List from an Integration**

Downloading a Participant List from an Integration

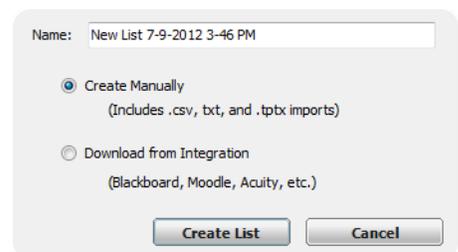
Participant information can be imported from a student roster in a Learning Management System (LMS).

NOTE

Importing from an LMS can only be used if the integration has been installed on the LMS server. Please contact your IT Department to confirm that the LMS integration is installed and configured to operate with TurningPoint. **Yes, Penn has installed this integration!**

To import a participant list with an exported file from an Integration, see **Importing Participant Lists** on page 51.

- 1 Select the **Manage** tab.
- 2 Click the *Participant List* drop-down menu and select **New**.
The *Create Participant List* window opens.
- 3 Select the **Download from Integration** radio button and click **Create List**.
The *Connect to Integration* window opens.



Name:

Create Manually
(Includes .csv, txt, and .tpbx imports)

Download from Integration
(Blackboard, Moodle, Acuity, etc.)

4 Select the **Integration** from the *Integration* drop-down menu. Select "Canvas" from the drop-down menu

5 Enter the **Server Address, Username and Password** in the appropriate fields. Server address: <http://upenn.turningtechnologies.com>

6 If applicable, select the **Institution** from the *Select an Institution* drop-down menu. Not applicable

7 Click **Connect**.

Optionally, click **Remember this information** to have the Integration, Server Address and User Name stored for future use.

The *Import Participant List* window opens.

8 Select the **course or courses** to import. Optionally, select the **Select All** checkbox to import all courses.

9 Click **Import**.

A confirmation box of the import is displayed.

10 Click **OK**.

The participant list is added to the left panel of the Participant List Overview screen.

11 Select the **participant list** to view the participant information.

Integration: -- Please Select LMS --

Server Address:

Username:

Password:

Select an Institution:

Remember this information

TurningPoint has successfully imported 1 participant list(s).

OK

To edit participant list information, see **Modifying Participant Lists** on page 46.

WARNING

DO NOT alter the User ID when editing a participant list from an LMS. Editing the User ID may cause errors when uploading the results to the LMS.