UTK Participant List Issues Update

With the recent TurningPoint Cloud upgrade and the brief outage to its Participant List feature, some faculty are continuing to experience residual issues Updating the Participant List, Exporting Grades to Blackboard, and/or reducing the number of Unassigned devices. Two key tasks will reduce your issues immediately:

- Inform your students to review the checklist for a TurningPoint Cloud Update.
- Use the Integrations feature to Update your Participant List and Export Session Data to your LMS. Once you have achieved a stable participant list, you may use the Update icon from within the Manage Tab.

Updating the Participant List via Integrations
1. Open TurningPoint Cloud and click the Manage tab
2. Select the Participant List and click Results Manager in the lower right corner of the window
3. Select Integrations. The Connect to Integration window is displayed.
4. Select Blackboard from the Integration drop-down menu and enter the Server Address: https://bbelearn.utk.edu in the box provided.
5. Enter your Blackboard Username and Password. Skip the Institution drop-down box and select Connect. The Update with Integration window is displayed.
6. The Update Participant List button is highlighted.
7. Select Update List
8. The Participant List is loaded
9. Select Close

Exporting the Session Data
1. Follow steps 1-6 Above
2. Select Export Session(s).
3. Select the column(s) to be exported and click Export. Optionally, select the Active Participants Only option to include only participants who responded to at least one question within the session.
4. The Export to Integration window is displayed
5. Export to Integration
6. Select Export
7. Login to your Blackboard account to view the exported results data