

DOWNLOAD A PARTICIPANT LIST

1. Open TurningPoint and click the **Manage** tab.
2. Click the *Participant List* drop-down menu and select **New**.

The *Create Participant List* window is displayed.

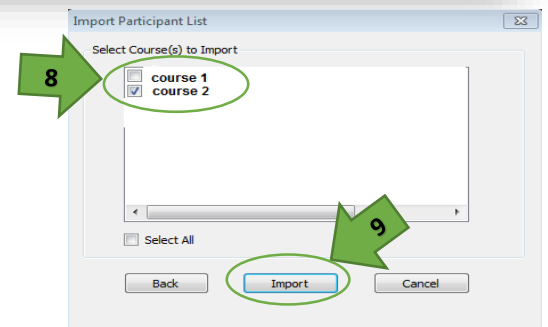
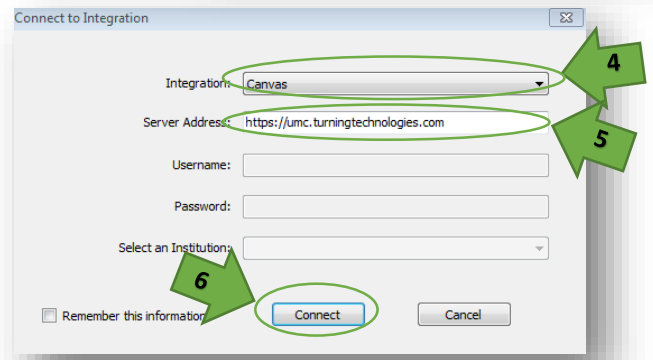
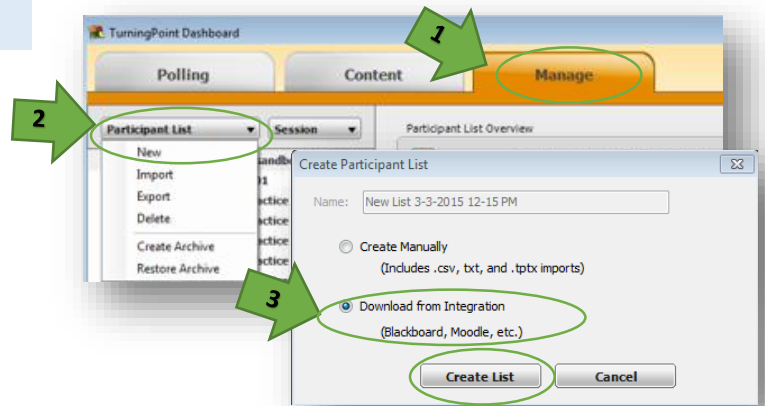
3. Select **Download from Integration**
Click **Create List**.

The *Connect to Integration* window is displayed.

4. Select [**Canvas**] from the Integration dropdown menu
5. For the Server Address type **https://umc.turningtechnologies.com**
6. Click [**Connect**] button
7. You will be prompted to log into Canvas.

Once you are successfully logged in you will see a list of Canvas courses to select.

8. Click the course or courses to check box the courses you want to import.
9. Click the [**Import**] button



USING A DOWNLOADED PARTICIPANT LIST

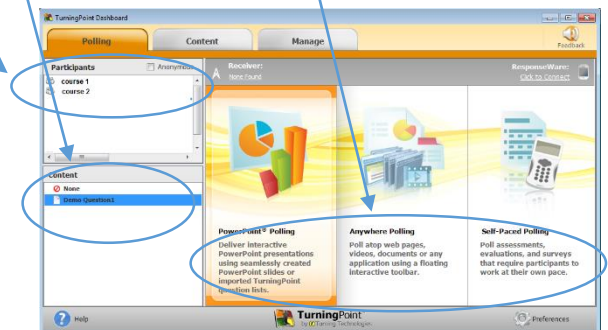
A participant list from Canvas can be loaded into TurningPoint to track participant results

1. Open TurningPoint
2. From the Polling tab, select the **participant list**, the **content file** and the **polling environment**

WARNING

A Canvas participant list must be loaded prior to running a session.

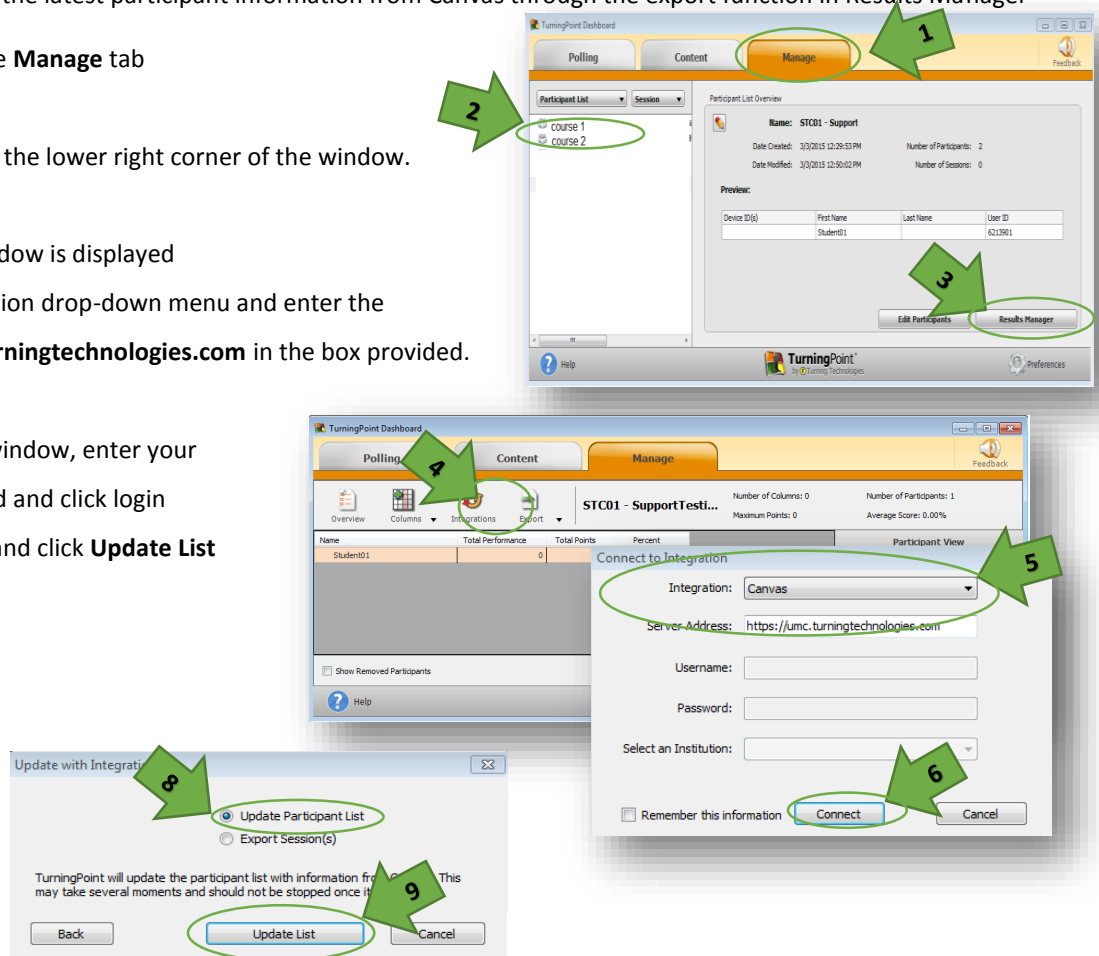
3. **Run** and **save** the session
4. Close the polling environment to return to the TurningPoint Dashboard.



UPDATING A PARTICIPANT LIST

Participant list can be updated with the latest participant information from Canvas through the export function in Results Manager

1. Open TurningPoint and click the **Manage** tab
2. Select the participant list and
3. Click **Results Manager** button in the lower right corner of the window.
4. Click Integrations.
The Connect to Integration window is displayed
5. Select Canvas from the Integration drop-down menu and enter the Server Address **<https://umc.turningtechnologies.com>** in the box provided.
6. Click **Connect**
7. At the Connect to Integration window, enter your Canvas username and password and click login
8. Select **Update Participant List** and click **Update List**
9. Click **Close**



EXPORT A SESSION TO CANVAS

1. Open TurningPoint and click the **Manage** tab.
2. Select the **participant list** and
3. Click **Results Manager** in the lower right corner of the window.
4. Click Integrations.
The Connect to Integration window is displayed.
5. Select Canvas from the Integration drop-down menu and enter the Server Address in the box provided.
<https://umc.turningtechnologies.com>
6. Click **Connect**
7. At the Connection window enter your Canvas Username and Password and click login
The update with integration window is displayed.
8. Select **Export Session(s)**
9. Select the column(s) to be exported and click Export
Optionally, select the Active participants Only option to include only the participants who responded to at least one question within the session. The export to Integration window is displayed
10. Click **Export**

Next steps. Login to your Canvas account to view the exported results data.