



# Blackboard 9.1 Instructor Guide

The Blackboard 9.1 Instructor Guide covers:

- ***Navigating to the Turning Technologies Registration Tool***
- ***Registering a Participant's ResponseCard Device ID***
- ***Editing a Participant's ResponseCard Device ID***
- ***Downloading a TurningPoint Participant List***

## *Navigating to the Turning Technologies Registration Tool*

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All Turning Technologies functions are performed using the Turning Technologies Registration Tool.

### **How to navigate to the Turning Technologies Registration Tool...**

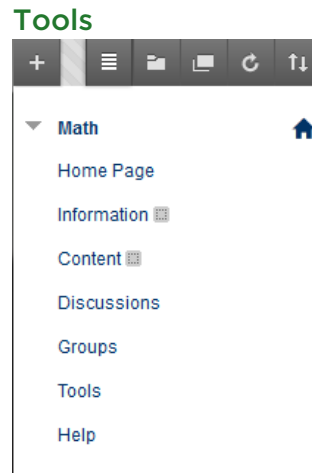
- 1 **Login** to Blackboard.
- 2 Click the **Courses** tab.

#### **Courses**



- 3 Select the appropriate course from under **Course List**.

- Click **Tools** from the left menu.



- Click **Turning Technologies Registration Tool**.

### Turning Technologies Registration Tool



## Registering a Participant's ResponseCard Device ID

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The instructor has the option to register a participant's ResponseCard Device ID. ResponseWare must be registered by the participant.

### How to register a participant ResponseCard device ID...

- Locate a participant and click on **Register ResponseCard Device ID**.
- Enter the participant's **Device ID** and click **Register**.

### Registering a ResponseCard Device ID

A message appears indicating that the device has been successfully registered.

- Click **OK**.

## Editing a Participant's ResponseCard Device ID

If a participant entered an incorrect ResponseCard Device ID, the instructor has the option to edit the Device ID. A ResponseWare Device ID cannot be edited.

### How to edit a participant ResponseCard device ID...

- 1 Click on a participant's **Device ID**.
- 2 Edit the hexadecimal characters and click **Update** when finished.

#### Editing a ResponseCard Device ID

ResponseCard Device ID

0EC744

A message appears indicating that the device has been successfully modified.

- 3 Click **OK**.

## Downloading a TurningPoint Participant List

The instructor can download a participant list from Blackboard and import it into TurningPoint 5.

### How to download a TurningPoint participant list...

- 1 On the main Turning Technologies page, click **Download TurningPoint Participant List**.

#### Turning Technologies Page

Turning Technologies			
E-mail Unregistered Students		Download TurningPoint Participant List	
First Name	Last Name	User ID	ResponseCard Device ID
student	1	student1	0EC744
Student	2	student2	Register ResponseCard Device ID
student	3	student3	Register ResponseCard Device ID
Student	4	student4	Register ResponseCard Device ID
teacher	teacher	teacher1	Register ResponseCard Device ID
Total Items: 5			

- 2 Select **Save File** and click **OK**.
- 3 Open TurningPoint 5 and select the **Manage** tab.
- 4 Click the Participant List drop-down menu and select **Import**.

- 5 Select **TurningPoint Participant List** and click **Choose File...**
- 6 Browse to the saved location and click **Open**.

The participant list now appears under the Manage tab.

*Tip*

Use the **E-mail Unregistered Students** feature to send an e-mail reminder to participants who have not yet registered their devices (ResponseCards and ResponseWare).