

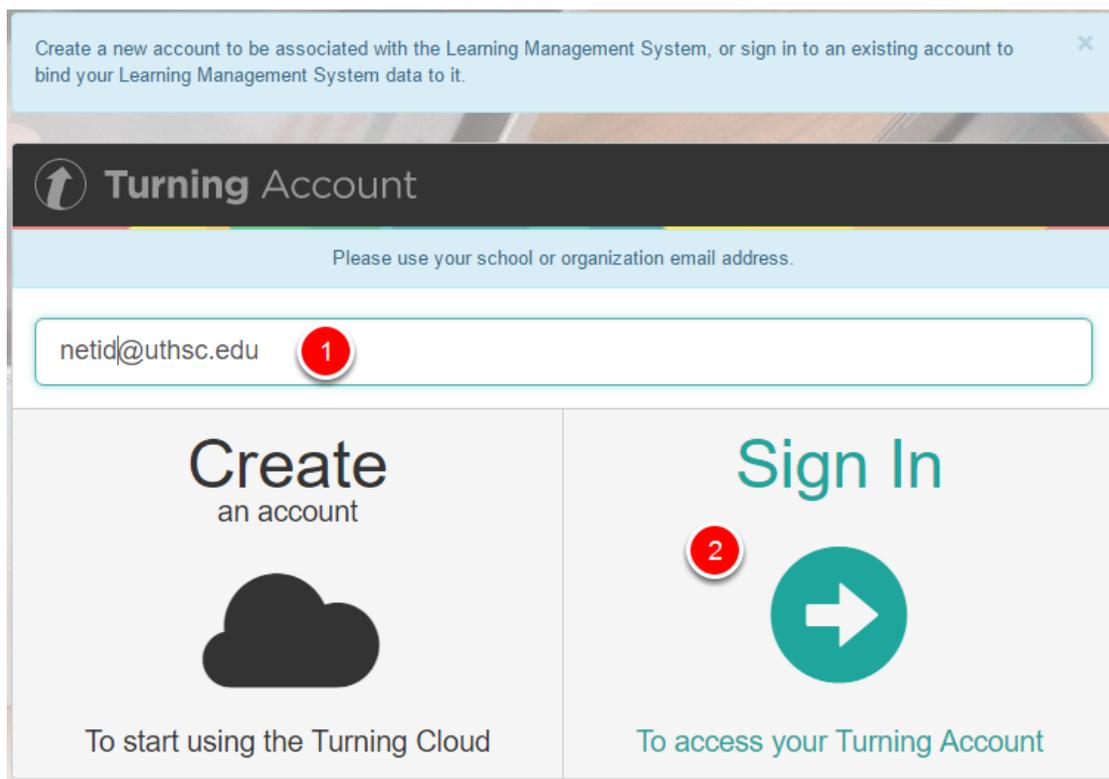
TurningPoint - Create a Participant List in CORE

Creating a participant list from Turning Account allows participants to register for a course. After the participant list is created, an email invitation is sent to participants requesting them to register for the course associated to the participant list.

1. Go to account.turningtechnologies.com

From a web browser, go to <https://account.turningtechnologies.com>

2. Login to your Turning Account



1. Enter you **UTHSC Email address**
2. Click **Sign In** and enter your Turning Account password

Note: If you do not have a Turning Account, instructions on how to create one can be found on the following page:

<https://academic.uthsc.edu/tlc/academictech/clickers/docs/CreateTurningAccountforFaculty.pdf>

3. Select Participants from the left menu.

The screenshot shows the Turning Account interface. On the left sidebar, the 'Participants' menu item is highlighted, with a red circle containing the number '1' next to it. The main content area displays a table with columns for 'Name' and 'ID'. Below the table, there is a message 'No Records to Display'. At the bottom right of the table area, there are buttons for 'Manage', 'Edit', 'Delete', and '+ Add'. A red circle containing the number '2' is placed over the '+ Add' button.

1. Select **Participants** from the left menu.
2. Click **Add** to create a new list.

4. Enter the participant list Name and ID and click Save

The screenshot shows a 'Save Participant List' dialog box. It has two input fields. The first field contains the text 'Intro to Medicine' and the second field contains 'COM1000'. At the bottom of the dialog, there are two buttons: 'Cancel' on the left and 'Save' on the right.

Note: It is highly recommended to name the participant list after the course. Participants can search for the course by course name, course ID, instructor name or EXACT instructor email.

5. To add users, Select the participant list and click Manage

The screenshot shows a web interface for managing a participant list. At the top left, there is a 'Show 10 entries' dropdown and a search bar. Below this is a table with two columns: 'Name' and 'ID'. A red circle with the number '1' is placed over the 'Name' column header. The table contains one row with a checkmark in the first column, 'Intro to Medicine' in the 'Name' column, and 'COM1000' in the 'ID' column. Below the table, it says 'Displaying 1 - 1 of 1'. To the right of this text is a pagination control showing '< 1 >'. Below the pagination control is a red circle with the number '2' placed over the 'Manage' button. The 'Manage' button is part of a row of four buttons: 'Manage' (with a person icon), 'Edit' (with a pencil icon), 'Delete' (with a trash icon), and 'Add' (with a plus icon).

1. Select the Participant list you would like to add users to.
2. Click on **Manage**.

6. Click the Add button

The screenshot shows a web interface for managing a participant list. At the top left, there are two tabs: 'Accepted' (highlighted in green) and 'Invited'. Below the tabs is a 'Show 10 entries' dropdown and a search bar. Below this is a table with two columns: 'First Name' and 'Last Name'. The table contains the text 'No Records to Display'. Below the table, it says '< >'. To the right of this text is a red arrow pointing to a red box around the 'Add' button. The 'Add' button is part of a row of two buttons: a trash icon button and the 'Add' button (with a plus icon).

7. Add participants

Invite Participants

To add a participant please add a valid email address into the box below. To add multiple email addresses at once separate them with a comma.

user@uthsc.edu × netid@uthsc.edu × student@uthsc.edu × comstud@uthsc.edu × |

Cancel Send

1. Enter a participant's email address. To add multiple participants, separate email addresses with a comma. Valid email addresses are marked green while invalid email addresses are marked red.
2. Click Send to invite the participant(s).

Note: You can copy and paste email addresses into the Invite Participants window. **Email addresses MUST be separated with a comma (,).**

8. Click the Accepted or Invited buttons to track which participants have or have not registered for the course

Turning Account

Accepted Invited

Show 10 entries

First Name Last