Importing Class Roster from Blackboard into Turning Point System
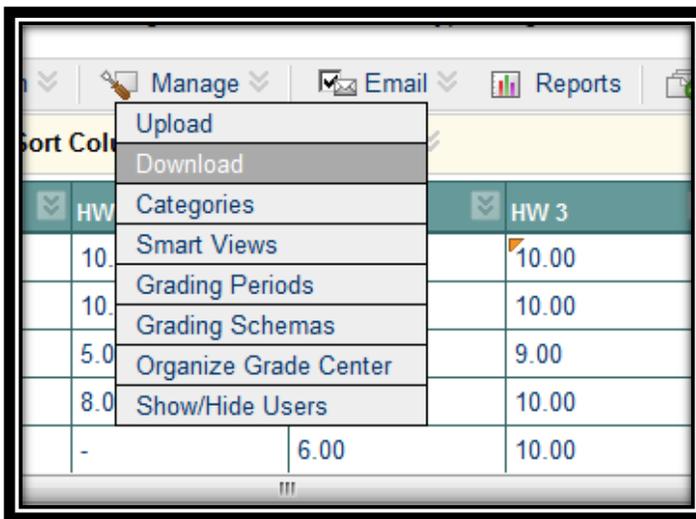
The Turning Point User Manual says you have to install a building block into your Blackboard course to import your class roster into Turning Point, but here is an alternative method that does not require the building block.

Open your Blackboard course and complete these steps:

1. Open the **Grade Center**. From the menu at the top of the page select **Manage > Download**.
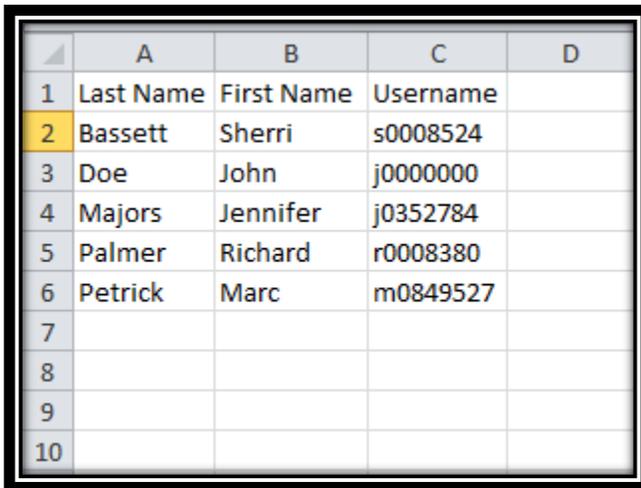
2. The **Download Grades** screen will display. The first item on the list, #1, allows you to select the information to download. Check the bubble next to **User Information Only**. Under #2, **Options**, **Tab** should be selected as the delimiter type and you do not want to download **hidden information**.
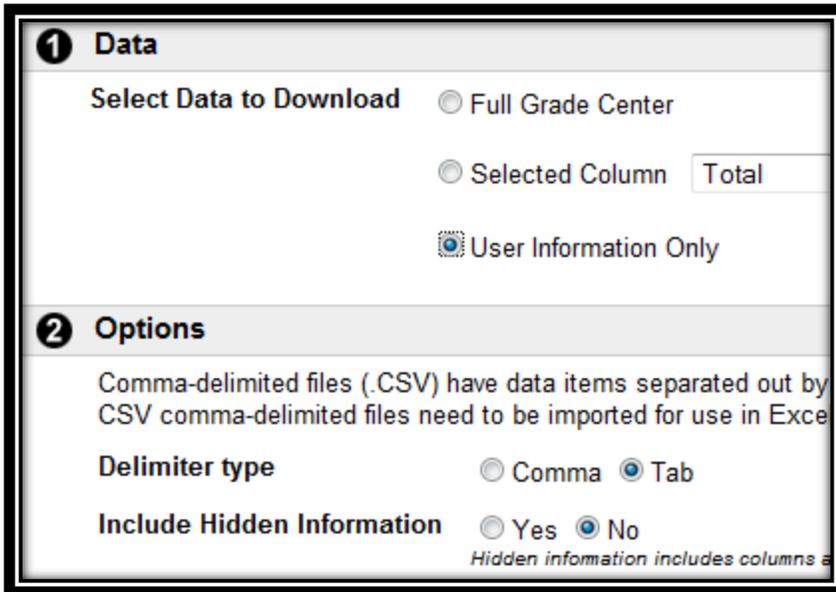
3. Click the **Submit** button. On the next screen click the **Download** button. Blackboard will save the file and assign its own file name which you cannot change. **Save File** should be checked. Click the **OK** button.
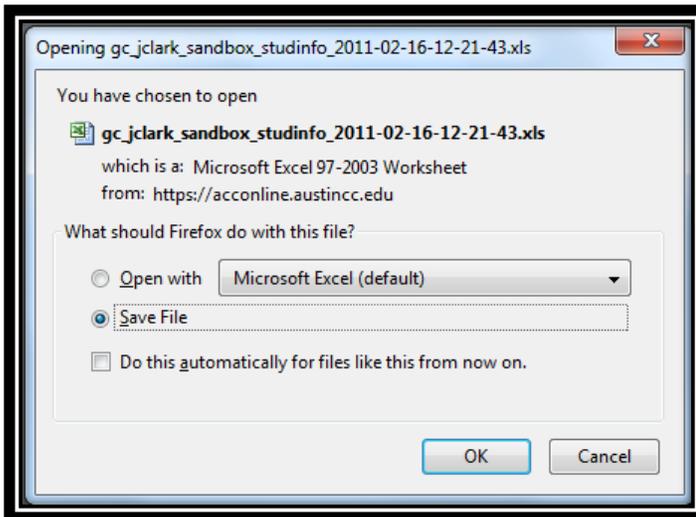
4. Save the file to your desktop or another location on your choice. Open the file in Excel if it does not open automatically. Your student's last name, first name, and username should be listed on the Excel spreadsheet.

|	A	B	C	D
1	Last Name	First Name	Username	
2	Bassett	Sherri	s0008524	
3	Doe	John	j0000000	
4	Majors	Jennifer	j0352784	
5	Palmer	Richard	r0008380	
6	Petrick	Marc	m0849527	
7				
8				
9				
10				

Open the Turning Point software and follow these instructions:

1. When you run Turning Point it will open PowerPoint with Turning Point installed as a plug-in on the menu at the top of the screen. Click the Turning Point tab to make it the active choice.

2. Click the arrow under **Participants**. Select **Participant List Wizard**.
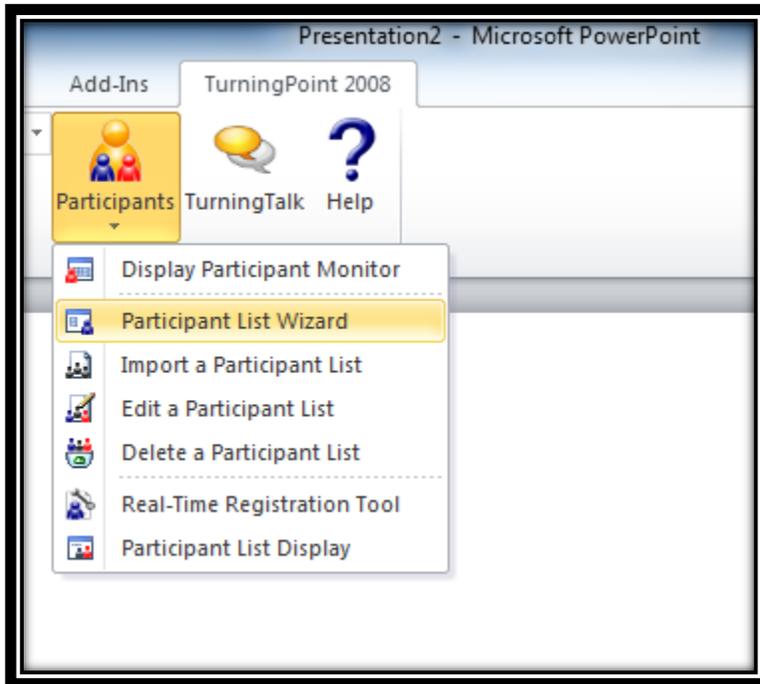

3. Click the bubble next to **Available Fields Template**.
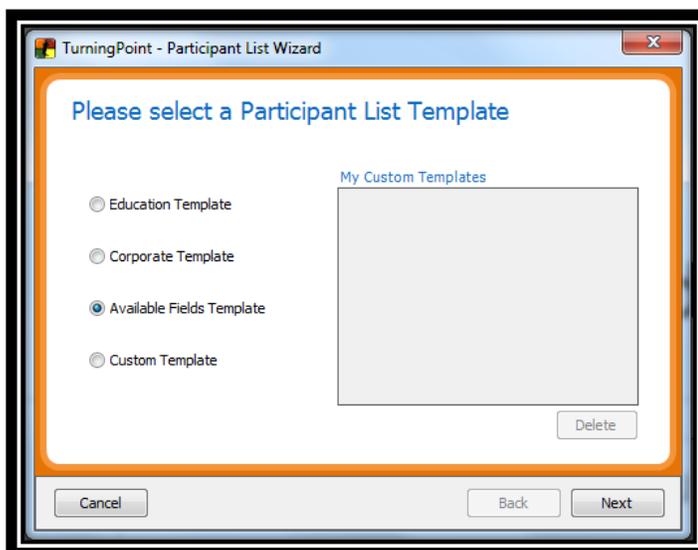
4. Click the **Next** button. On the next screen you select the fields you want to include from your class roster. At first every field is selected. You have to move the fields you do not want to use from the list of *Selected Fields* over to the list of **Available Fields**. Move all of the fields except **Last Name, First Name**, and **Student ID** to the **Available Fields** column by selecting each one and using the left arrow that is between the two columns to move them. Click the **Next** button.
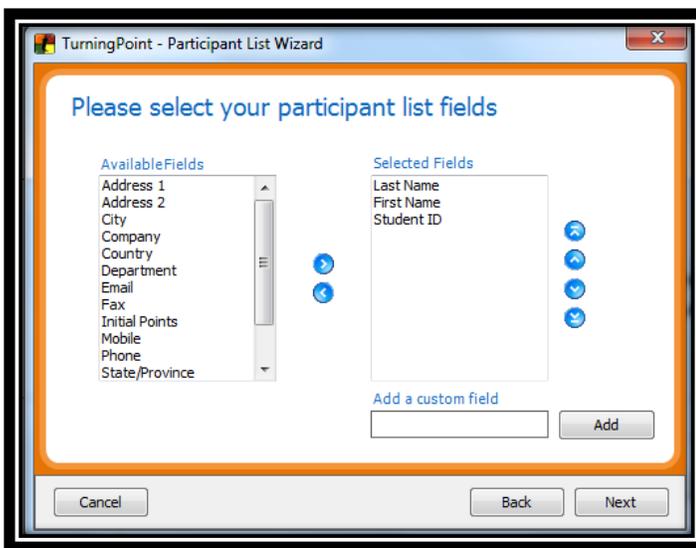
5. The next screen asks you if you want to add a group to your participant list. You probably do not need to do this. Click the **Next** button. On the next screen you can add your participant information such as the name of your class if you wish. Click the **Finish** button.
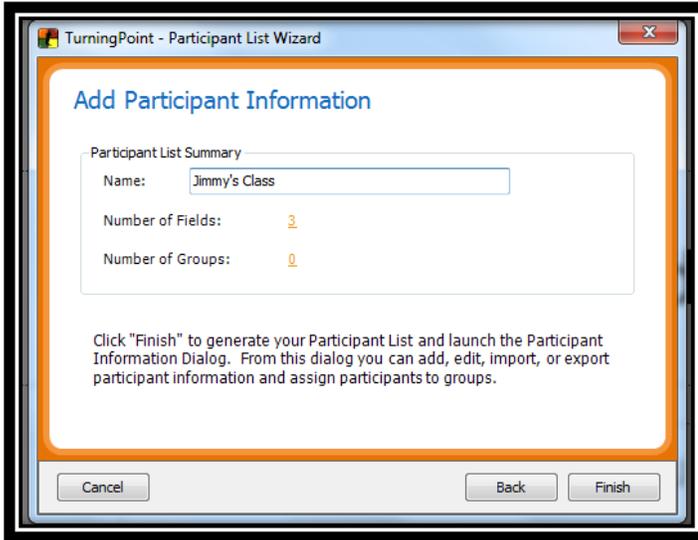
6. On the next screen you are asked if you want to save your changes as a custom template. This is up to you. The next screen displays your participant list information.
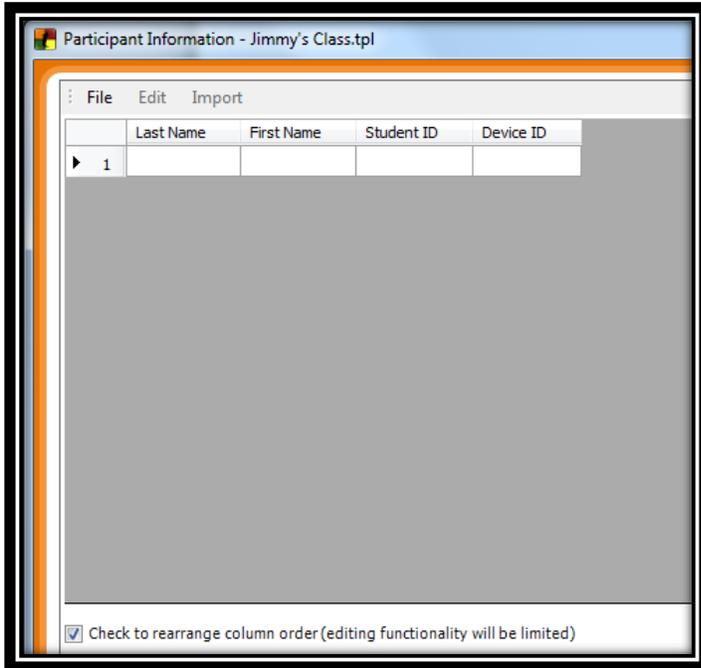
7. You are ready to import your class roster from your Excel spreadsheet into Turning Point. On the menu at the top choose **Import > Excel/Delimited Text File**.
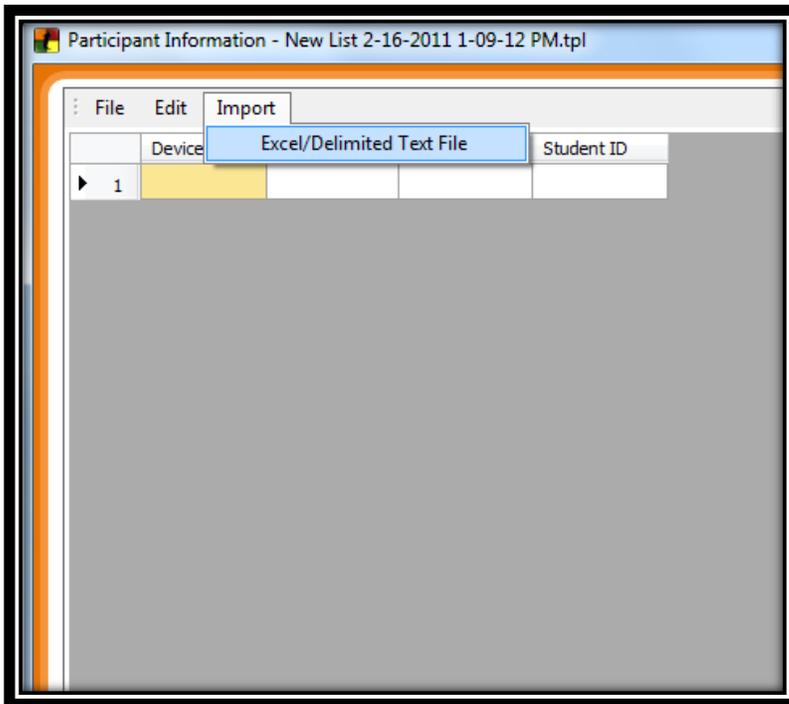
8. Browse to the location on your computer where you stored the file and click the **Open** button.
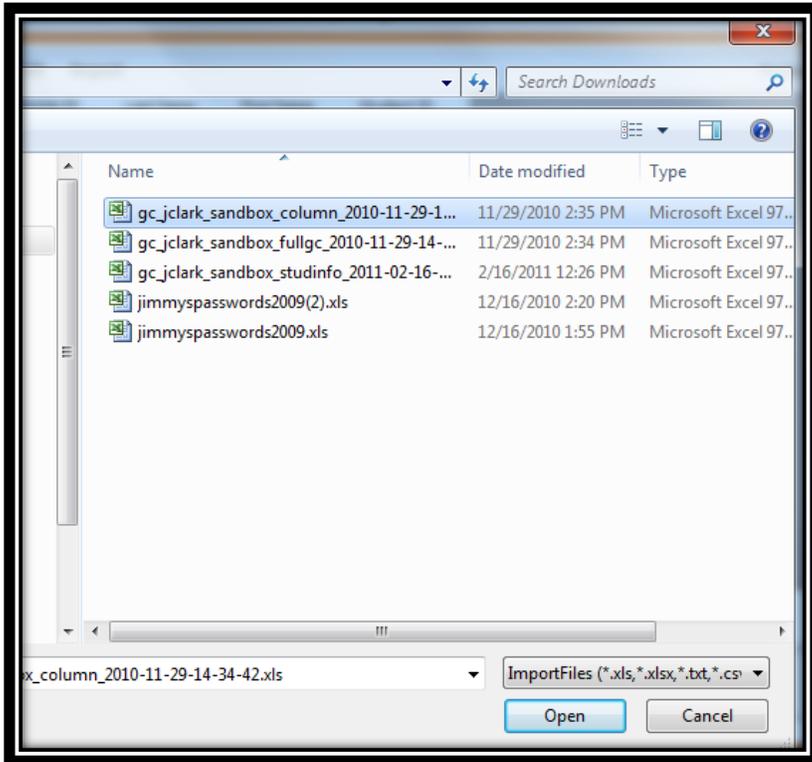
9. The next screen shows you the file you are about to import. Click the **Done** button to complete the process.

(I could not take a screen shot of this step because I was using PowerPoint 2010 on my computer. When I reached this step Turning Point quit working. I had to switch to another computer running PowerPoint 2007. I could not take screen shots on it.