

# Technology and Learning Program : Importing a Participant List

This page last changed on Jan 15, 2008 by [estecklow](#).

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## Introduction

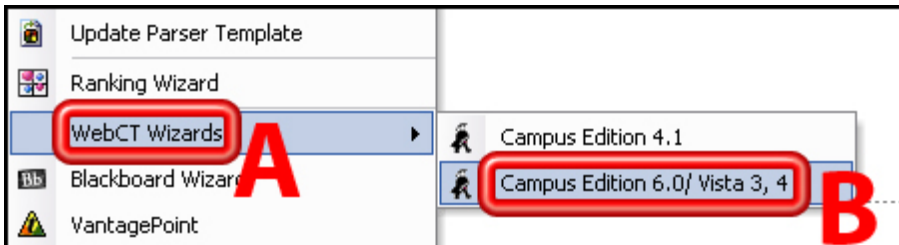
This tutorial demonstrates how to import a participant list (the students who have registered their clickers with your class) from your Vista course so you may use it with Turning Point.

## Section 1: Download A Participant List

1. Select **Tools** from the TurningPoint toolbar.



2. Select **WebCT Wizards (A)** and then select **Campus Edition 6.0 / Vista 3,4 (B)**.



3. Select **Import Participant Lists (A)** and then select **Next (B)**.



5. Enter the text in the boxes as shown in the picture below (use your own portal login name and password) **(A)**, and then select **Next (B)**.

**WebCT Log-In**

Server Name (IP):

Port Number:

User Name:

Password:   
(if not using WebCT sign-in, please leave password blank)

Using Server-Wide SSL Encryption (ie Server name starts with "https://")

Cancel Back **Next**

**A** **B**

Be sure to check the **Using Server-Wide SSL Encryption** box! This is how we make the connection to Vista secure!

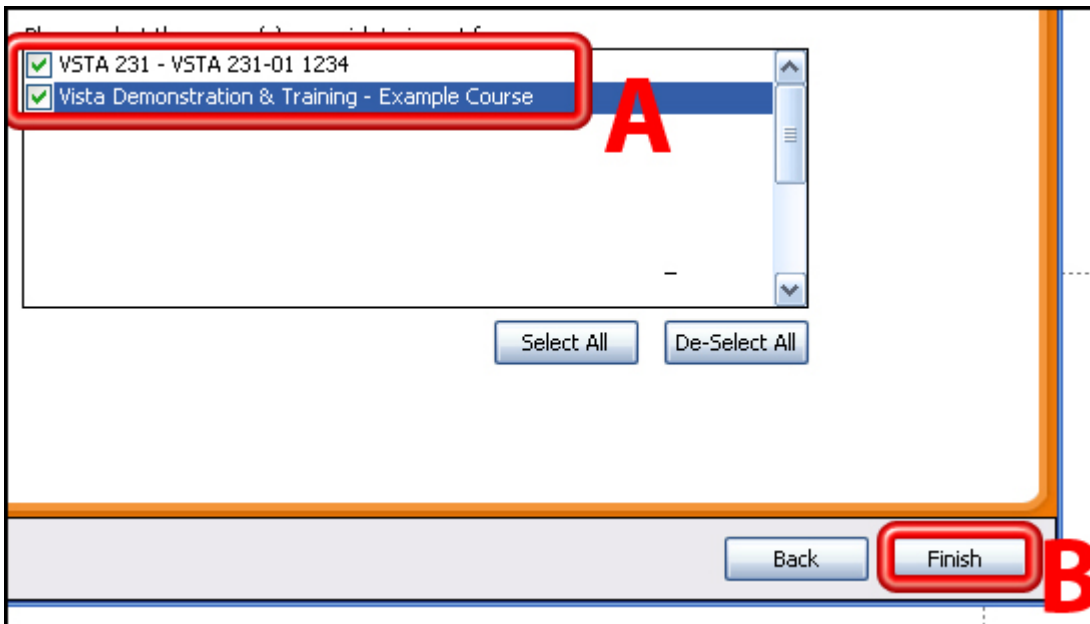
7. Select **California State University - Chico** (**A**) and then select **Next** (**B**).

Please select the institution that you want to import data from:

Back **Next**

**A** **B**

8. Select the courses you want to import participant lists from (**A**), and then select Finish (**B**).



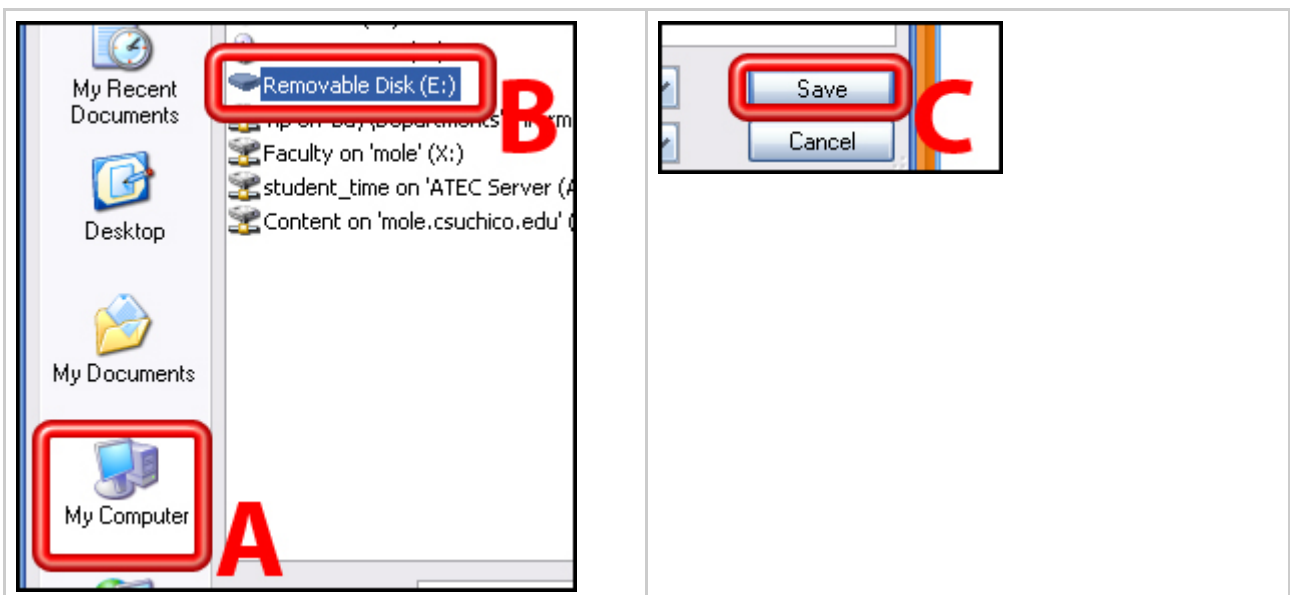
9. You will be prompted to save the participant list. By default it will choose the **Participants** folder.



There is no guarantee that your participant list will be safe on a classroom computer; losing a participant list can be a great inconvenience at the wrong time. It is recommended that you save the participant list and your sessions to a USB flash drive.

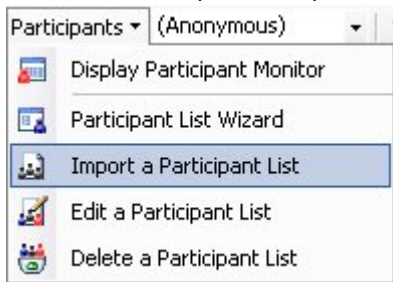
Since the participant list tends to change, especially at the beginning of the semester, remember to download a new list each week for the first few weeks until the roster settles.

To save it to your USB flash drive: Select **My Computer (A)**, then select & open your flash drive from the list (**B**), and then select **Save (C)**.



## Import a Participant List

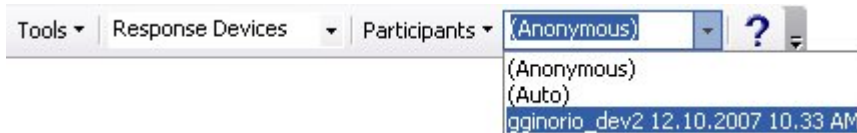
1. From the Participants drop-down list, select **Import a Participant List**.



2. Find and select your class participant list.

**i** Remember that your participant list should be on your flash drive along with your saved sessions.

3. Select the appropriate list from the Participant List drop-down menu.



Your class roster is now loaded. Save the presentation normally and you're ready to begin.

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