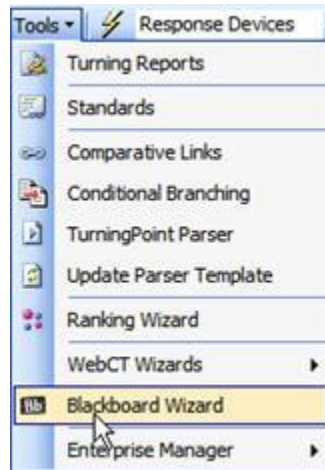


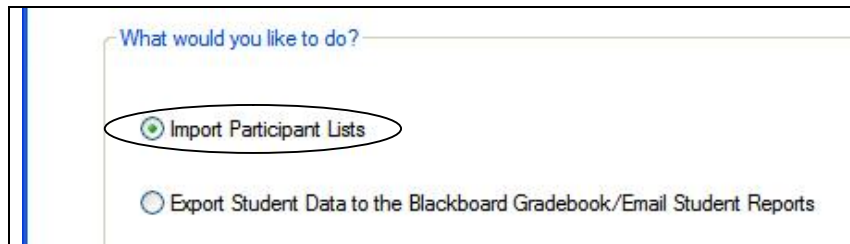
## Importing a Clicker Participant List from ELMS (Windows)

The following steps explain how to get a TurningPoint Clicker participant list from an ELMS - Blackboard course.

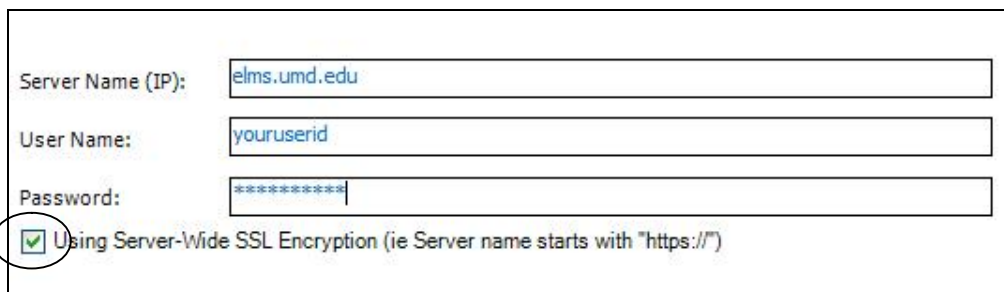
1. From the *TurningPoint toolbar*, select **Tools**, and then **Blackboard Wizard**.



2. Next, select **“Import Participant Lists.”**
3. Click **Next.**



4. Enter the ELMS Server Name (IP): **elms.umd.edu**
5. Enter your Bb **User Name**.
6. Enter your Bb **Password**.
7. Select the **“Using Server-Wide SSL Encryption”** box.
8. Click **Next.**

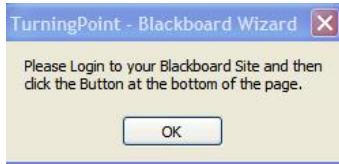
A screenshot of a configuration form. It has three text input fields: 'Server Name (IP):' with the value 'elms.umd.edu', 'User Name:' with the value 'youruserid', and 'Password:' with a masked password '\*\*\*\*\*'. Below these fields is a checkbox labeled 'Using Server-Wide SSL Encryption (ie Server name starts with "https://")', which is checked and circled in red.

9. Select the text displayed in the *Bb Institution Selection* box (i.e., *“My Bb instance bb....”*). Click **Next.**

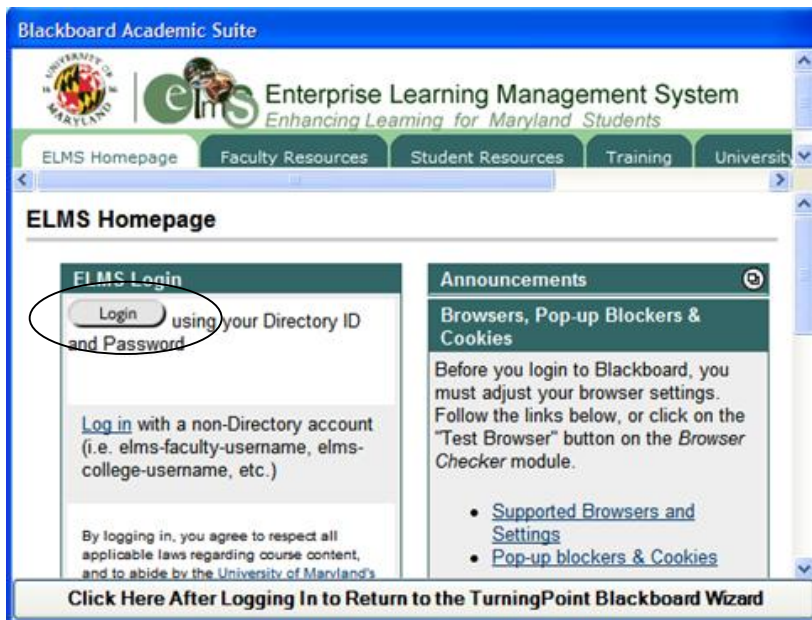
Please select the institution you belong to:

My Bb Instance bb\_bb60 - Default Blackboard Virtual Installation

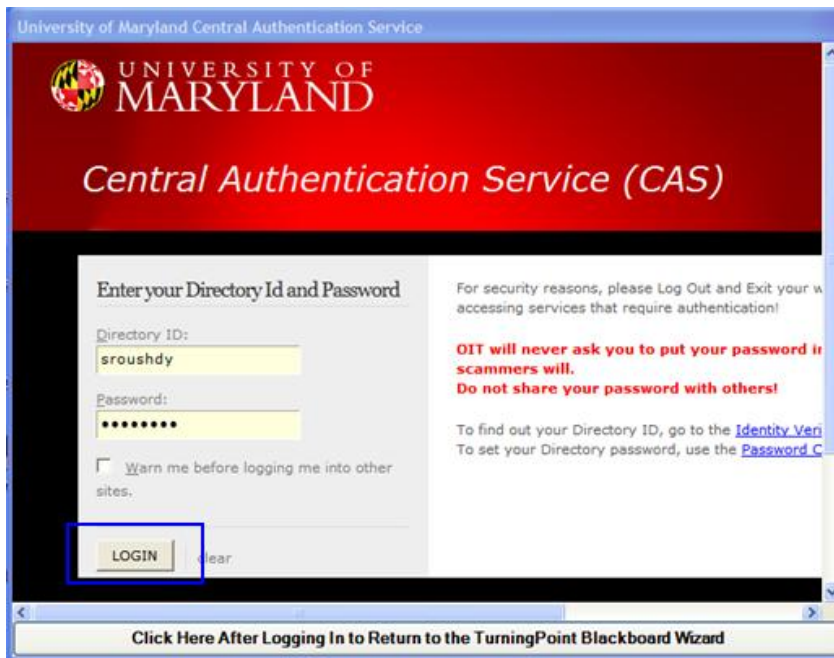
10. You will be asked to login to Blackboard. Click **OK**.



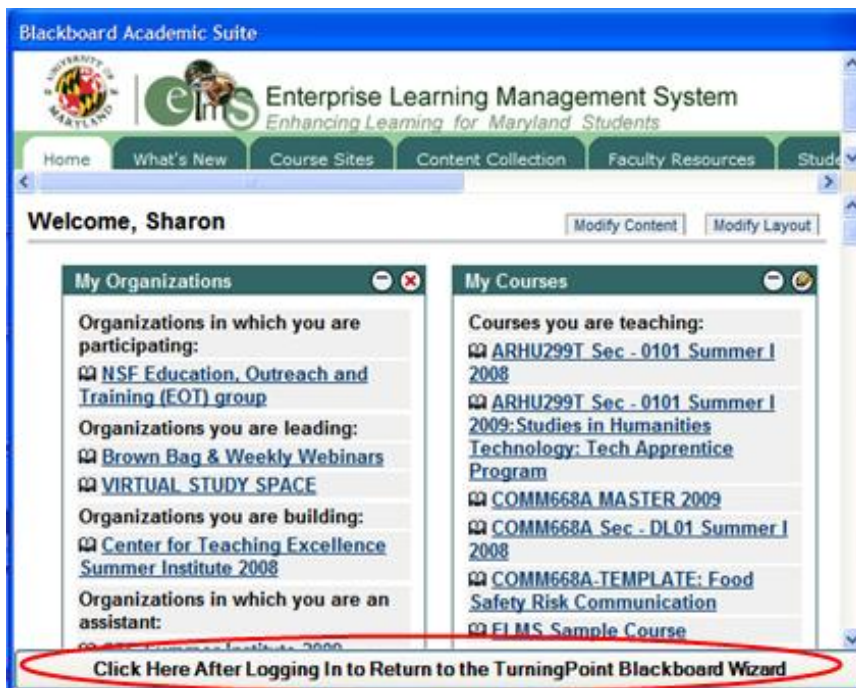
11. A window will display showing the ELMS homepage. Click the ELMS **Login** button.



12. On the authentication page, type in your Directory ID and password and click the **Login** button.



13. Once you have logged in, click the **Click Here After Logging In to Return to the TurningPoint Blackboard Wizard** bar at the bottom of the window.



14. Once you have successfully connected, a list of all your courses will display in the Blackboard Course Selection box.
15. First, click the **De-Select All** button (unless you want to import lists from several courses).
16. Then, select the **checkboxes** next to the appropriate course(s).
17. Click **Finish**.

Please select the course(s) you wish to import from:

<input type="checkbox"/>	TESTSR1
<input type="checkbox"/>	LTWS
<input type="checkbox"/>	TEST_GENERAL
<input type="checkbox"/>	200608_UTAP_Mateik
<input type="checkbox"/>	200608_ARHU299T_Mateik
<input type="checkbox"/>	200701_NFSC502_cyoe
<input type="checkbox"/>	200701_NFSC501_cyoe
<input checked="" type="checkbox"/>	200701_TEST_SR_sroushdy
<input type="checkbox"/>	200701_TEST_bkent
<input type="checkbox"/>	IIT-ELMS
<input type="checkbox"/>	OPS_TPL_LFSC725
<input type="checkbox"/>	OPS_TPL_LFSC620

18. Save the Turning Point file (.tpp) onto your portable device (e.g., flash drive) to bring with you to class for importing. The .tpp file can be located in the Participants folder, which is in the TurningPoint folder under My Documents.
19. When the notification informing you of the successful importation of the list has occurred, click **OK**.