It is possible (and highly recommended) to update a participant list once it has been imported into TurningPoint Cloud from Blackboard (or another Learning Management System). This is especially important within the first two weeks of the semester while adds/drops are still occurring in courses.

**UPDATING A PARTICIPANT LIST**

Instead of downloading a NEW participant list when the student Device ID information in Blackboard has changed, it is possible to simply update an already existing Participant List.

1. In the Dashboard click on the **Manage** tab. then select the participant list you want to edit in order to highlight that list.

2. Select the Participant List you would like to update.

3. In the bottom-right corner, click **Results Manager**.
4. Click Integrations.

5. Select the appropriate learning management system (LMS). The next few steps are a little different based on the LMS you select.

- If using **BLACKBOARD**:
  a. Select Blackboard from the Integration drop-down menu.
  b. Type in `blackboard.mst.edu` as the Server Address.
  c. Type in your S&T userid and password.
  d. Click Connect.
• If using **CANVAS**:
  
  a. Select **Canvas** from the Integration drop-down menu.
  
  b. Type in *mst.turningtechnologies.com* as the Server Address.
  
  c. Click **Connect**.
  
  d. Type in your S&T userid and password.
  
  e. Click **Login**.
f. Turning Technologies will want to confirm your request to access your account. Click **Log in**.

6. Make sure **Update Participant List** is selected and click **Update List**.

**NOTE:** Depending on how many students are enrolled in the Blackboard section, it may take a minute or two to complete the update process. Larger classes take more time. You see a pop-up displayed when the process is completed.