Downloading and Maintaining Course Lists in Turning Point

**Downloading a Course List:**

1. After launching and logging into TurningPoint, click on the **Manage** tab.

2. Click on the **Course** pulldown, then **New**.

3. Select **Download from LMS**.

4. Select **Sakai SSO** from **Integration**.

5. Type https://reggienet.illinoisstate.edu for **Server Address**.
   
   *(You do not put in a Username or Password here)*

6. Click **Connect**.

7. Click on the **Central Login** button inside the window.
8. Sign in

9. Once signed in, click the **Finalize Connection** button

10. Click the checkbox next to any courses you’d like to import into your TurningPoint client for the machine you’re working on and click **Import**.

11. The courses should now be added in your **Manage** tab.
Maintaining Course Lists:

1. In the TurningPoint 8 software, click on the Manage tab

2. Select a Course List (not a session) and then click on the Update button (see below)

3. Connect to the Integration as you did when you downloaded the course

4. It should update automatically. When done, simply close the window.

5. A dialog box will let you know if you still have any unlicensed users (students who don’t have or haven’t registered their subscriptions). The Course Overview in the Manage tab will also clearly show whether a student has both an account and a valid subscription.

6. Click Okay and you will now have the most recent version of your course list.

[Note: If you have TurningPoint installed in multiple places, you’ll have to update at each location (class, office, home, etc.).]