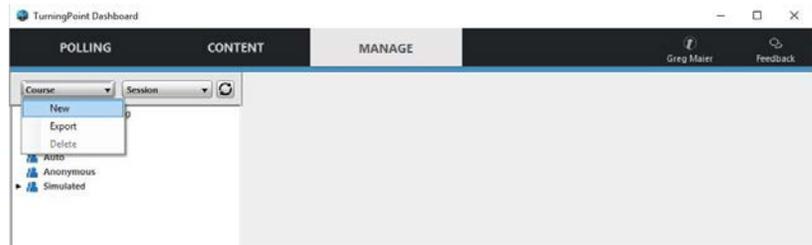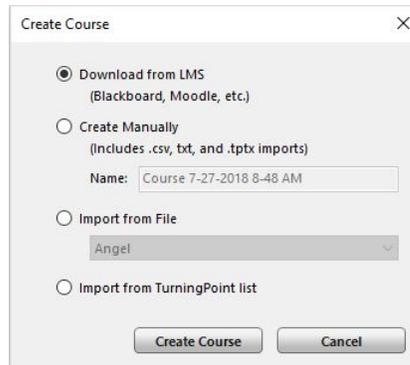# Downloading and Maintaining Course Lists in Turning Point

Downloading a Course List:

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

2. Click on the **Course** pulldown, then **New**
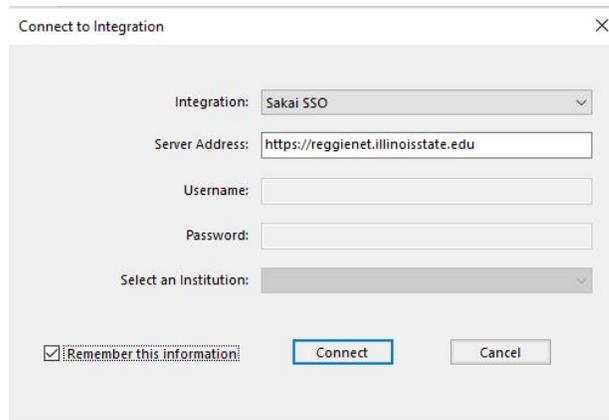
3. Select **Download from LMS**
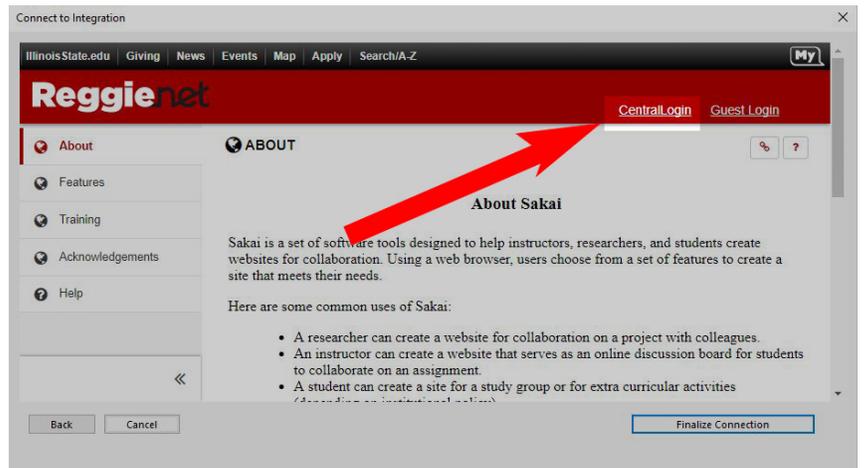
4. Select **Sakai SSO** from **Integration**

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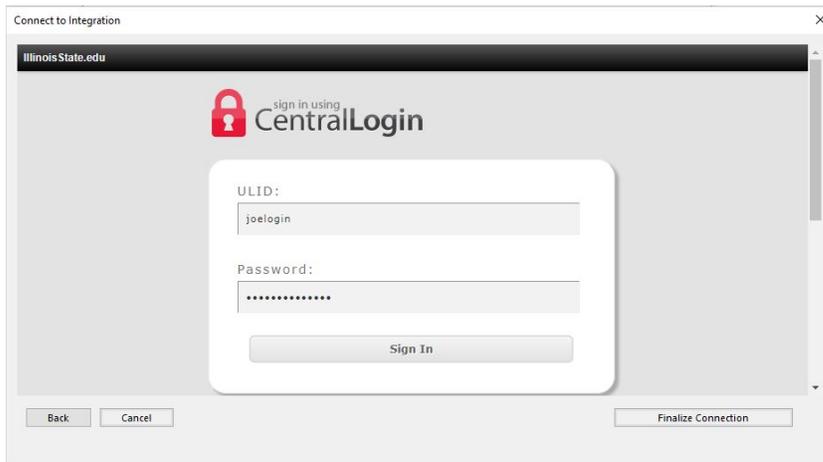
(You do not put in a Username or Password here)
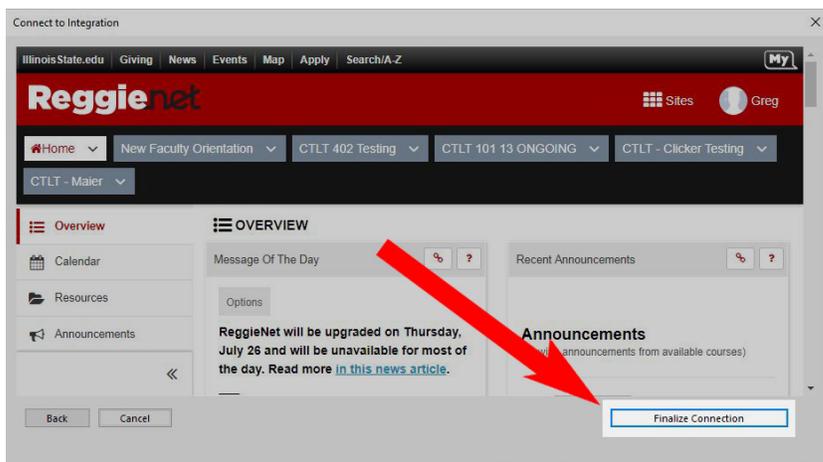
6. Click **Connect**

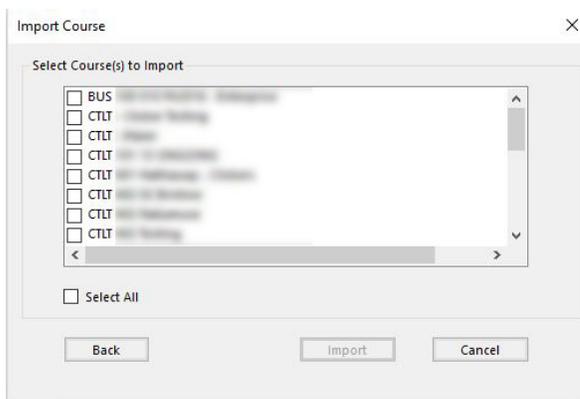7. Click on the **Central Login** button inside the window
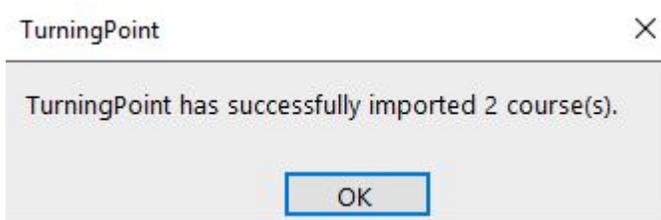
8. Sign in

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**.
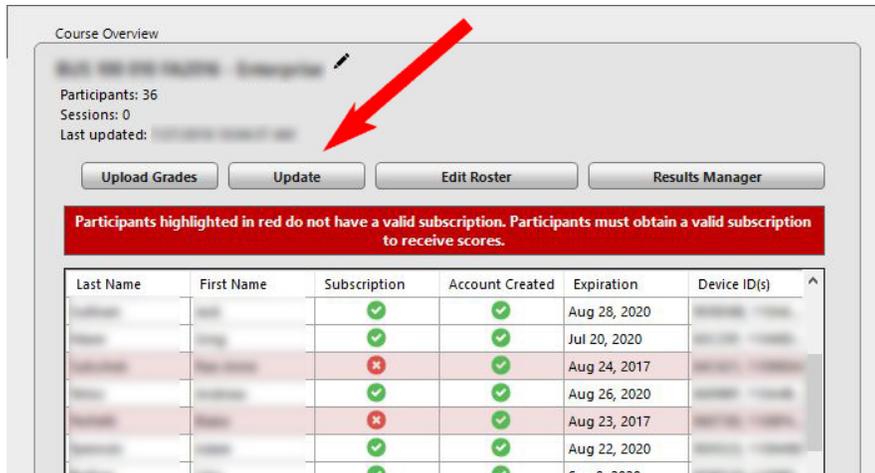
11. The courses should now be added in your **Manage** tab.

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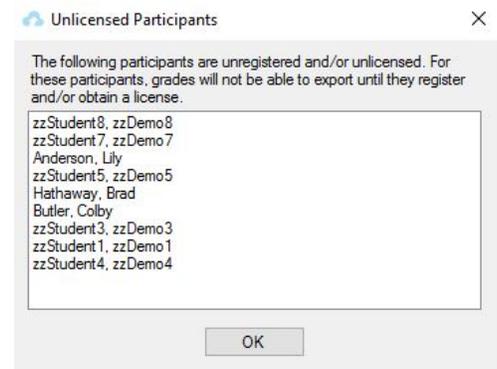
[note: If you have TurningPoint installed in multiple places, you'll have to update at each location (class, office, home, etc.).]