

Web Registration Utility FAQ for Instructors

The following FAQs have been provided for your convenience. If you have additional support questions, please feel free to contact Turning Technologies Tech Support at 1-866-746-3015 or visit www.TurningTechnologies.com.

Do you have a product that will easily allow me to register my students for class?

Yes. The Web Registration Utility which will allow you to register your student devices is available at <http://instructor.turningtechnologies.com/login.aspx>.

Is there a charge for this service?

No. There is not a fee to set up either an instructor or student account.

What will I need to set up an account?

You will need an email address to set up an account.

How do I create an account?

1. Open a web browser window.
2. Go to <http://instructor.turningtechnologies.com/login.aspx>.
3. Select the **Need an Account?** button.
4. Enter the email address. Please note that this is the email address that you will provide to students to search for your class.
5. Enter and confirm a Password.
6. Enter the security code.
7. Select **Create User**.

Will the Web Registration Utility create a class roster for me?

Yes. Once the students register for your class, you will be able to download the Participant List in .tpl format to use with TurningPoint® and TurningPoint AnyWhere™

How do I download the Participant List?

1. Login to the Web Registration Utility through a web browser (<http://instructor.turningtechnologies.com/login.aspx>).
2. From the navigation, located on the left side of the main page select **Download Class Roster**.
3. Locate the class with the roster you wish to download.
4. Select **Download Roster**.
5. Select **Save File**.
6. Select **OK**.



Will the previously downloaded participant list automatically update when someone registers?

No. If you have had additional students register since you downloaded your class Participant List, you will need to download a new list.

If a student drops the class, am I able to delete them from the roster?

Yes. You do have the ability to remove students from the roster and download a corrected version of the roster. To delete the student:

1. Login to the Web Registration Utility through a web browser (<http://instructor.turningtechnologies.com/login.aspx>).
2. Select the **Download Class Rosters**,
3. Select **View** next to the appropriate class
4. Select **Delete** next to the appropriate student.

Still have questions?

Additional information and instructions can be found in the Support section of Turning Technologies website: <http://www.turningtechnologies.com/responsesystemsupport/productguidesmanuals/>.

