



Web Registration

Utility
Teacher

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1 **Creating a teacher account**

Signing up for a teacher account

This section covers the steps for creating a new teacher account. A teacher account must be created before classes are setup.

Step by Step Instructions

- 1 Go to the Web Registration Utility website. <http://instructor.turningtechnologies.com>

- 2 Click **Need an Account?**

Web Registration Utility - Main Page

 Need an Account?

- 3 Complete the new account form by filling in your **email address, password, confirming your password, and the text from the security image.**

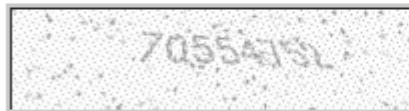
New Account form

Sign Up for Your New Account

E-Mail:

Password:

Confirm Password:



Enter Text in Image to the left :

 Get New Image

- 4 Click **Create User.**

 Create User

- 5 Click **Continue**.

Complete

Your account has been successfully created.



The teacher account is now created. You will now be logged in and taken to the main page. From here you will be able to setup your classes.

2 **Setting up and managing classes**

Setting up classes

This section covers the steps to create a new class in the Web Registration Utility.

Step by Step Instructions

- 1 From the main teacher page, click **Setup Classes**.



2 Enter the **class name**.

3 Click **Add**.

The class will now appear in the Current Classes list to the right.

Repeat steps 2 and 3 above to add additional classes.

Reset a Roster

Resetting a roster will remove all students registered for the specified class. This feature is useful if you are teaching a new group of students at the beginning of a new term, but do not want to remove or recreate the class settings.

Step by Step Instructions

- 1 Select the **class roster** to be reset.

The screenshot displays the 'Setup Class Lists' interface. On the left, there is a vertical menu with five green buttons: 'Setup Classes', 'Download Class Rosters', 'Change Password', 'Delete Account', and 'Logout'. The main content area is titled 'Setup Class Lists' and contains the following text:

This section allows you to add classes, reset rosters, or remove classes. The list to the right displays the list of classes you are currently conducting. This is the list the students will see when registering, so please be descriptive when naming classes.

To add a class, type in the name of the class you would like to create and click 'Add'.

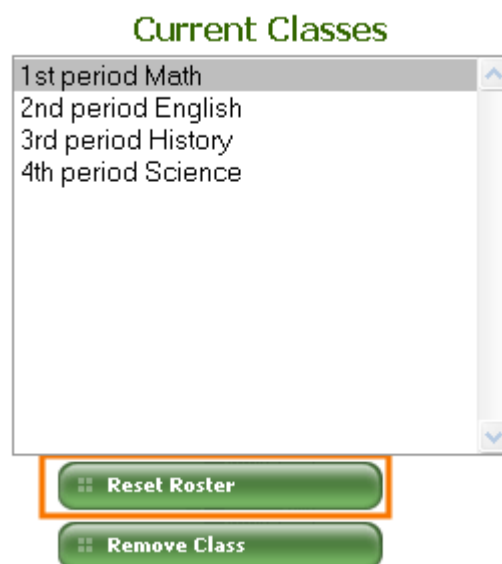
Resetting a roster will remove all students registered for the specified class. Do this if you are teaching the same class at the beginning of a new term but do not want to remove and re-create the class.

To remove a class, select the class in the list to the right and click 'Remove Class'. Students will no longer be able to register for the class, and all information including online rosters will be deleted. If you are no longer offering the class in a new term, it is recommended you do this in order to avoid overpopulating the list.

Below the text, there are two main sections:

- Add a Class:** A text input field labeled 'Class Name:' with an 'Add' button below it.
- Current Classes:** A scrollable list box containing the following items:
 - 1st period Math
 - 2nd period English
 - 3rd period History
 - 4th period ScienceBelow the list box are two buttons: 'Reset Roster' and 'Remove Class'.

- 2 Click **Reset Roster**.



Repeat steps 1 & 2 above to reset additional class rosters.

Remove a Class

Removing a class will prevent students from being able to register for the class. It also deletes the online roster. If you are no longer offering the class in a new term, It is recommended you remove this class.

Step by Step Instructions

- 1 Select the **class** to be removed.

The screenshot shows a web interface for managing classes. On the left, there is a vertical sidebar with five green buttons: 'Setup Classes', 'Download Class Rosters', 'Change Password', 'Delete Account', and 'Logout'. The main content area is titled 'Setup Class Lists' and contains the following text:

This section allows you to add classes, reset rosters, or remove classes. The list to the right displays the list of classes you are currently conducting. This is the list the students will see when registering, so please be descriptive when naming classes.

To add a class, type in the name of the class you would like to create and click 'Add'.

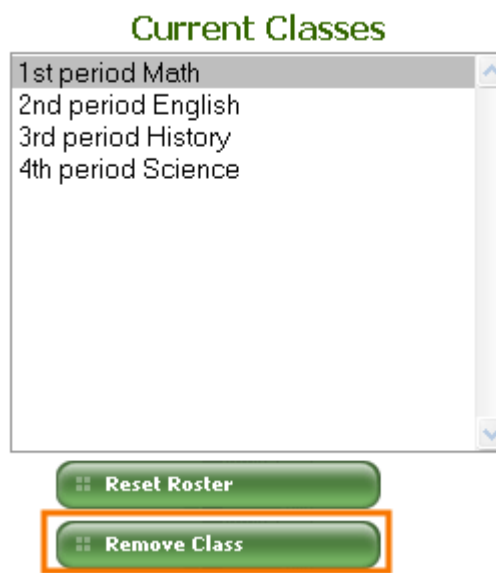
Resetting a roster will remove all students registered for the specified class. Do this if you are teaching the same class at the beginning of a new term but do not want to remove and re-create the class.

To remove a class, select the class in the list to the right and click 'Remove Class'. Students will no longer be able to register for the class, and all information including online rosters will be deleted. If you are no longer offering the class in a new term, it is recommended you do this in order to avoid overpopulating the list.

Below the text, there are two main sections:

- Add a Class:** A text input field labeled 'Class Name:' with an 'Add' button below it.
- Current Classes:** A scrollable list box containing four items: '1st period Math', '2nd period English', '3rd period History', and '4th period Science'. Below this list are two buttons: 'Reset Roster' and 'Remove Class'.

- 2 Click **Remove Class**.



Repeat steps 1 & 2 above to remove additional classes.

3 **Downloading and Managing Rosters**

Downloading Rosters

This section covers the steps to download class rosters from the Web Registration Utility.

Step by Step Instructions

- 1 From the navigation section, **Click** Download Class Rosters.



2 Locate the class for the roster to be downloaded.

3 Click Download Roster.

Download Class Rosters

This section allows you to edit your rosters before downloading them as TurningPoint Participant List (.tpl) files.

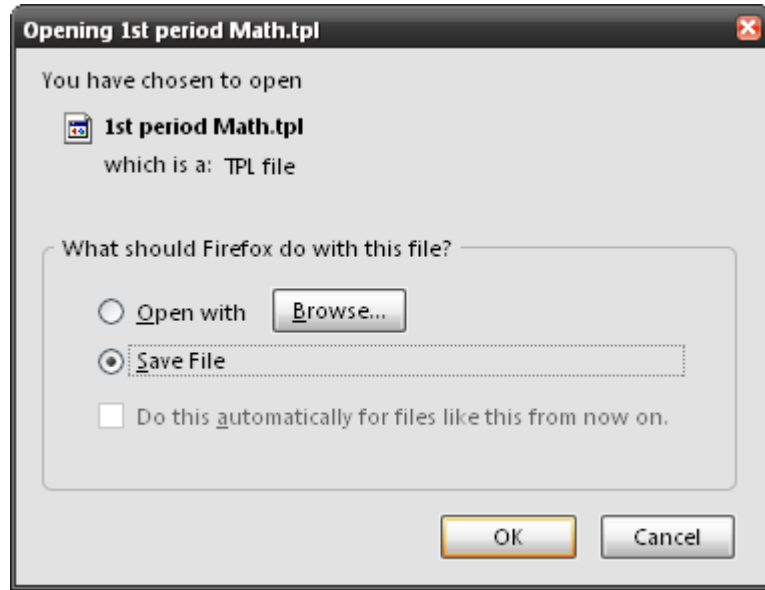
You may also export the roster into a comma separated value (.csv) file.

Roster Name	Last Download	Last Change		
1st period Math	9/24/2008 10:31:29 AM	9/25/2008 1:17:05 PM	View	Download
2nd period English	9/25/2008 10:18:13 AM	Current	View	Download
3rd period History	9/25/2008 10:19:36 AM	Current	View	Download
4th period Science	9/25/2008 10:19:43 AM	Current	View	Download

To download the .tpl file, click 'Download Roster'. In order to recognize the roster, the file must be saved in the appropriate folder. The chart below outlines the default locations to save these files.

	PC	Mac
TurningPoint	My Documents\TurningPoint\Participants	Documents\TurningPoint\Participants
TurningPoint Anywhere	My Documents\TurningPointAnywhere\Participants	Documents\TurningPointAnywhere\Participants
TestingPoint	My Documents\TestingPoint\Participants	N/A

- 4 **Choose** Save File, then **Click** OK.



Tip Save to the following locations to save time locating the Participant List (.tpl) files for use in your TurningTechnologies Applications.

Application Participant List Directory Locations

	PC	Mac
TurningPoint	My Documents\TurningPoint \Participants	Documents\TurningPoint\Participants
TurningPoint Anywhere	My Documents\TurningPointAnyWhere \Participants	Documents\TurningPointAnyWhere \Participants
TestingPoint	My Documents\TestingPoint \Participants	N/A

Viewing Rosters

This section covers the steps to view class rosters from the Web Registration Utility.

Step by Step Instructions

- 1 From the navigation section, **Click** Download Class Rosters.



Chapter 3: Downloading and Managing Rosters

2 **Locate** the class for the roster to be downloaded.

3 **Click** View Roster.

Download Class Rosters

This section allows you to edit your rosters before downloading them as TurningPoint Participant List (.tpl) files.

You may also export the roster into a comma separated value (.csv) file.

To download the .tpl file, click 'Download Roster'. In order to recognize the roster, the file must be saved in the appropriate folder. The chart below outlines the default locations to save these files.

	PC	Mac
TurningPoint	My Documents\TurningPoint\Participants	Documents\TurningPoint\Participants
TurningPoint Anywhere	My Documents\TurningPointAnyWhere\Participants	Documents\TurningPointAnyWhere\Participants
TestingPoint	My Documents\TestingPoint\Participants	N/A

Roster Name	Last Download	Last Change		
1st period Math	9/24/2008 10:31:29 AM	9/25/2008 1:17:05 PM	View	Download
2nd period English	9/25/2008 10:18:13 AM	Current	View	Download
3rd period History	9/25/2008 10:19:36 AM	Current	View	Download
4th period Science	9/25/2008 10:19:43 AM	Current	View	Download

4 The selected roster will now be displayed.

From here you can edit student information, delete students, export the roster to a CSV file, and download the roster as a Participant List file (.tpl). These steps are detailed in the sections that follow.

1st period Math

Device ID	First Name	Last Name	Other Data	Modified Date	
01	George	Washington	1789	25-Sep-2008	Edit Delete
02	John	Adams	1797	25-Sep-2008	Edit Delete
03	Thomas	Jefferson	1801	25-Sep-2008	Edit Delete
04	James	Madison	1809	25-Sep-2008	Edit Delete
05	James	Monroe	1817	25-Sep-2008	Edit Delete
06	Andrew	Jackson	1829	25-Sep-2008	Edit Delete

New Device ID :  **Insert** **Export Roster to CSV** **Download Roster**

Editing student information

This section covers the steps for editing a student's information.

Step by Step Instructions

- 1 From the Roster view, locate the student record to be edited. Click **Edit**.

1st period Math

Device ID	First Name	Last Name	Other Data	Modified Date	
01	George	Washington	1789	25-Sep-2008	Edit Delete
02	John	Adams	1797	25-Sep-2008	Edit Delete
03	Thomas	Jefferson	1801	25-Sep-2008	Edit Delete
04	James	Madison	1809	25-Sep-2008	Edit Delete
05	James	Monroe	1817	25-Sep-2008	Edit Delete
06	Andrew	Jackson	1829	25-Sep-2008	Edit Delete

New Device ID :

- 2 The Device ID, First Name, Last Name, and Other Data fields can now be modified.

1st period Math

Device ID	First Name	Last Name	Other Data
<input type="text" value="01"/>	<input type="text" value="George"/>	<input type="text" value="Washington"/>	<input type="text" value="1789"/>

3 Click **Update** to save the changes.

a. Click **Cancel** to discard any changes.

Repeat steps 1-3 to edit additional students.

Last Name	Other Data	Modified Date	
Washington	1789	9/25/2008 1:17:05 PM	Update Cancel

Adding a student to the roster.

This section covers the steps for adding a student to the roster.

Step by Step Instructions

- 1 From the Roster view, enter the new students Device ID, Click **Insert**.

1st period Math

<u>Device ID</u>	<u>First Name</u>	<u>Last Name</u>	<u>Other Data</u>	<u>Modified Date</u>
01	George	Washington	1789	25-Sep-2008
02	John	Adams	1797	25-Sep-2008
03	Thomas	Jefferson	1801	25-Sep-2008
04	James	Madison	1809	25-Sep-2008
05	James	Monroe	1817	25-Sep-2008
06	Andrew	Jackson	1829	25-Sep-2008

New Device ID :

Enter new ID here

Insert

- From the Roster view, locate the new student record. Click **Edit**.

1st period Math

Device ID	First Name	Last Name	Other Data	Modified Date	
01				25-Sep-2008	Edit Delete
02	John	Adams	1797	25-Sep-2008	Edit Delete
03	Thomas	Jefferson	1801	25-Sep-2008	Edit Delete
04	James	Madison	1809	25-Sep-2008	Edit Delete
05	James	Monroe	1817	25-Sep-2008	Edit Delete
06	Andrew	Jackson	1829	25-Sep-2008	Edit Delete

New Device ID :

- The Device ID, First Name, Last Name, and Other Data fields can now be modified.

1st period Math

Device ID	First Name	Last Name	Other Data
01	George	Washington	1789

- Click **Update** to save the changes.

Deleting a student from the roster.

This section covers the steps for deleting a student from the roster.

Step by Step Instructions

- 1 From the Roster view, locate the student record to be edited. Click **Delete**.

1st period Math

Device ID	First Name	Last Name	Other Data	Modified Date	
01	George	Washington	1789	25-Sep-2008	Edit Delete
02	John	Adams	1797	25-Sep-2008	Edit Delete
03	Thomas	Jefferson	1801	25-Sep-2008	Edit Delete
04	James	Madison	1809	25-Sep-2008	Edit Delete
05	James	Monroe	1817	25-Sep-2008	Edit Delete
06	Andrew	Jackson	1829	25-Sep-2008	Edit Delete

New Device ID :

[Insert](#)

[Export Roster to CSV](#)

[Download Roster](#)

Warning Clicking Delete instantly removes the student from the roster. There is no undo option!

4 Account Manager

Resetting your account password

Step by Step Instructions

- 1 From the navigation section, Click **Change Password**.



- 2 Enter your **current password**, your **new password**, and your **new password** again.

Change Your Password

Password:

New Password:

Confirm New Password:

- 3 **Click** Change Password.

Deleting your account

Warning By deleting your account, you will also delete any classes or rosters associated with your account. You may re-register at any time, however any information associated with this current account will not be retained!

Step by Step Instructions

- 1 From the navigation section, Click **Delete Account**.



- 2 Enter your **current password**.

Delete Account:

In order to delete you account, you must type in the password below.

Password:

Chapter 4: Account Manager

3 Enter I AGREE.

Please acknowledge your intention to delete your account by typing the words 'I AGREE' in the box below. By deleting your account, you will also delete any classes or rosters associated with your account. You may re-register at any time, however any information associated with this current account will not be retained.

4 Click **Delete Account**.

Warning This action cannot be undone! By deleting your account, you will also delete any classes or rosters associated with your account. You may re-register at any time, however any information associated with this current account will not be retained!

5 Logging Out

Logging out

After you are done downloading rosters, editing, adding, or deleting students, it is imperative that you log out. By logging out, you are insuring that no one else can modify or delete your class roster(s).

Step by Step Instructions

- 1 From the navigation section, Click **Logout**.



You are now logged out of the Web Registration Utility.

Contacting TurningTechnologies Customer Service

TurningTechnologies Customer Service Department offers first class technical support. Technical Support is available Monday - Friday, 7am - 9pm EST. From within the continental United States, you can reach Customer Service toll-free by calling 1.866.746.3015. If calling from outside the United States, please call 330.746.3018. Customer Service may also be reached via email at support@turningtechnologies.com. Please note, it may take up to 2 business days for a reply if contacted via email.