Updating a Participant List

1. Open TurningPoint Cloud, sign in, and click on the Manage tab.

2. Select the **Participant list** you wish to update and click the new Update button.

![Participant List Screenshot]

3. The ‘Connect to Integration’ window will open.

4. Select *Canvas* from the Integration drop-down menu, enter your school’s Canvas Server Address. Click Connect.

   **NOTE:** If you check the *Remember this information* box, your information will be saved.

5. The next window it will look exactly like your normal login page for Canvas, but still inside the ‘Connect to Integration’ box; enter your Canvas Username and Password.

6. The ‘Update with Integration’ window will pop-up. Select *Update Participant List* and click *Update List*.

7. The participant list is updated – you’re done!

   **NOTE:** A message is displayed if there are any unlicensed participants in your class. These students’ grades will NOT transfer to Canvas!

![Update with Integration Screenshot]

**Need additional help?**

*Use our dynamic User Guide - PC or Mac*  
*Access Online Support Materials or submit a Help Desk Ticket*