


Manually Create a Participant List

It is recommended to import your participant list from either account or, if you use an LMS, from the integration: [Downloading a Participant List from Instructor Account](#) or [Downloading a Participant List from a Learning Management System](#).

A participant list can still be created manually, however there will be no association between participants and their account licenses. All participant scores display as asterisks in TurningPoint participant reports. Additionally, scores will not export to an LMS.

1. Select the **Manage** tab.
2. Click the **Participant List** drop-down menu and select **New**. The Create Participant List window opens.
3. **Name** the participant list, select the **Create Manually** radio button and click **Create List**. The Course Editor is displayed.
4. Select a **cell** and enter the participant information relevant to that particular category. For example, enter the participant's last name under the Last Name column.
Tip If there is a CSV or TXT file that already contains the participant information, drag and drop the file into the Participant List Editor. For more information, see [Importing a CSV or TXT File](#). You can also copy and paste text from an Excel file directly into the Participant List Editor.
5. Press **Enter** on the keyboard to add another participant.
6. When finished, click **Save and Close** to save the participant list and return to the *Participant List Overview* screen.

Note A manually created participant list is identified by  in the left panel and *Participant List Overview*.