

i>clicker Instructor Guide

Add to your Syllabus Noting the Use of Clickers

We suggest you add either this text or a similar notice to your syllabus:

" i>clicker Web Registration: You are required to purchase an i>clicker remote for in-class participation. i>clicker is a response system that allows you to respond to questions that I pose during class, and you will be graded on that feedback and/or participation. In order to receive credit for your votes, you will need to register your i>clicker remote online within the first [amount of time set by instructor] of class. The i>clicker response system will be used every day in class, and you are responsible for bringing your remote daily. A copy of the student's guide to i>clicker will be provided to you, be sure to follow the directions to register your clicker online."

Downloading i>clicker and Creating a Course

1. Download and install latest software for your platform at: <http://www.iclicker.com>
2. Open i>clicker from the folder and click the Add Course button.
3. In the Add Course window, enter your course's name, number, and section number. Then click create.
4. i>clicker automatically creates this new course in the classes folder, within the i>clicker folder.

Instructor's Remote Setup (Optional)

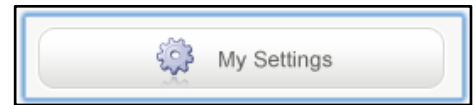
1. Open i>clicker and choose your course, then click the My Settings button.
2. From the General settings tab, enter your clicker's remote ID (number on the back of the clicker) in the Instructor's Remote ID field.

The picture illustrates the functions of an instructor remote.

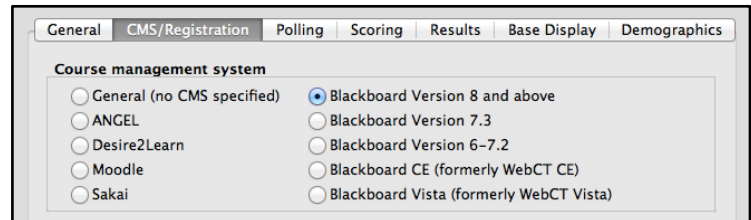


Setting up i>clicker for Blackboard 9

Open i>clicker and choose your course, then click the My Settings button.

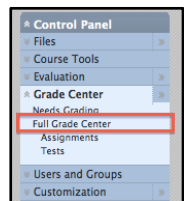


Under the CMS/Registration tab, select the “Blackboard Version 8 and above” option. Click the Set for Course button.

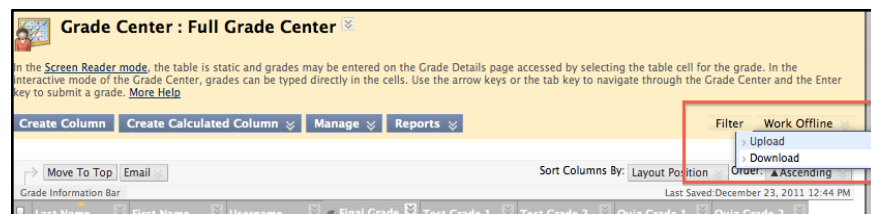


Exporting Class Roster into Your Course

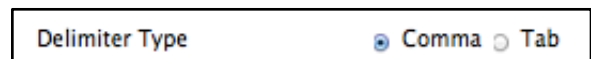
Log into Blackboard and go to your course, look to the bottom left of the window. In the left panel, under Control Panel, select Full Grade Center.



Select Work Offline > Download, near the top right of the screen.



Under option 2, select Comma as a delimiter type before you download.



Open the “Classes” folder within your i>clicker folder. Then drag the file you just downloaded into the appropriate course folder.

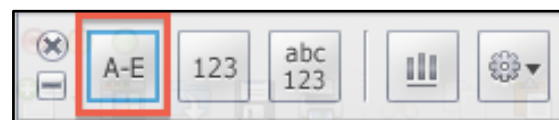
IMPORTANT: You must rename the downloaded file to “gb_export.csv”

Polling Students In Class

Open i>clicker, select your course, and then select Start Session.



The floating toolbar will appear in the top-left corner of your screen. When you're ready to pose a question click A-E button on the toolbar.




To stop polling, click the (red) toolbar STOP button and i>clicker will no longer accept votes. Repeat this process for further questions.

Using i>grader

Open i>grader in the i>clicker folder and select the desired course.

The first three columns are your students, their average, and total points respectively. The columns to the right are your sessions.

Double click inside the desired session column to designate correct answers and how many points those answers are worth.



Name	Average	Total	12/23/11
Abbott, Luke	0.00	0.00	Ab
Burbank, Robert	0.00	0.00	Ab
Smith, Aubrey	4.00	4.00	4.00
Strukov, Andrei	0.00	0.00	Ab

Synchronizing Students to Their Clickers

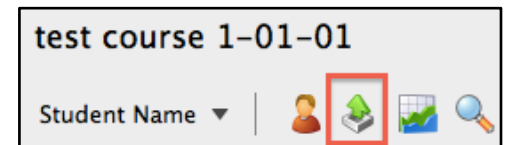
Click the “Sync...” button in the bottom right to sync your students with their clickers.



If some clickers were not synced, it's likely they haven't completed the registration process for their clickers.

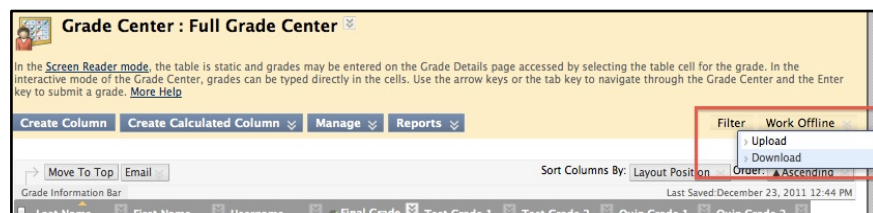
Uploading grades from i>grader into Blackboard 9

In i>grader, click the icon with the green up-arrow.

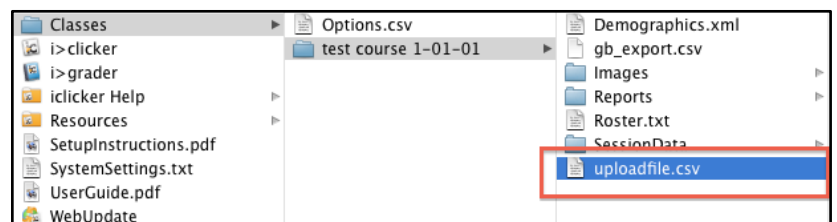


Select the sessions that you want to import to blackboard, then click export.

Next, log into blackboard, go to your Full Grade Center, and in the top right under “Work Offline”, select “Upload”.



Find the file “uploadfile.csv”. This file will be in your course folder, which is within the “Classes” folder.



After uploading, go into the column information for the column you just created. Under option 1, change “Primary Display” to be “Score”. And also, note the points possible your uploaded session is worth.

Don't Forget to:

- Make sure you have a receiver, or the room that you're teaching in has one. If not call 581-1925.
- Let the bookstore know how many clickers you'll need so they can order enough.
- Add i>clicker instructions to your syllabus.
- Synchronize the Web Registrations in i>grader.
- Check if the students are registered? Their names will appear in red in i>grader if they are not.
- If students are added to your class, you must re-download your Blackboard gradebook and replace the old “gb_export.csv” file with the new one.