



i>clicker 7.12

Instructor User Guide

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Get Started with i>clicker 7

System Requirements

Before starting, make sure that your computer system meets or exceeds the following i>clicker system requirements. In addition to these computer requirements, a projection system is highly recommended for presentation purposes.

Windows Requirements:

- Windows 7, Windows 8 or higher operating system (32- or 64-bit), with .NET 4.0.3
- 500 MHz Pentium (or faster) processor
- 256 MB RAM (or larger) recommended
- One available USB 2.0 port
- Minimum screen resolution of 1024 x 600 pixels
- Minimum Excel 2007 (or equivalent) required to view reports

Macintosh Requirements:

- Mac OSX version 10.9.5 or higher
- 500 MHz G4 (or faster) processor

- 256 MB RAM (or larger) recommended
- One available USB 2.0 port
- Minimum screen resolution of 1024 x 600 pixels
- Minimum Excel 2007 (or equivalent) required to view reports

Linux Requirements:

- 1 GHz G4 (or faster) processor
- Ubuntu 12.04, 14.04 LTS, 16.04 Xenial LTS 64-bit versions
- 512 MB RAM (1 GB recommended)
- One available USB 2.0 port
- Minimum screen resolution of 1024 x 600 pixels
- i>clicker base with firmware v5.04
- Minimum Excel 2007 (or equivalent) required to view reports

IMPORTANT: The Linux version requires super admin privileges to perform the initial set-up of the computer and does not support 32-bit systems. **i>clicker** for Linux currently only supports Ubuntu LTS releases listed.

Connect i>clicker to your computer

i>clicker is a plug-and-play system that requires no installation and minimal set-up for both the hardware and software. Follow the instructions below to set up i>clicker.

1. Connect the i>clicker base receiver to your computer through a USB port.

The LCD screen on the receiver lights up indicating that the receiver has power. Your computer may notify you that it recognizes new hardware and inform you when it is ready to use this hardware. This step may take a few seconds to complete.

IMPORTANT: To be sure that the receiver has sufficient power, plug the receiver directly into the computer and do not connect through the keyboard or a non-powered USB hub. For best performance, it is recommended that you plug the **i>clicker** receiver into a USB 2.0 port.

2. If you are running i>clicker from a flash drive, connect the i>clicker flash drive to the USB port on the back of the i>clicker receiver.

NOTE: If you receive a message indicating that you have plugged a high-speed USB device into a non high-speed USB port, it is recommended that you plug the flash drive into a USB port on your computer or copy the entire **iclicker** folder to your computer hard drive. Doing so will improve the overall performance of the **i>clicker** software. Please note **i>clicker** for Linux requires that you run the set-up process on the local computer as supporting software must be installed to the hard drive.

Running i>clicker from a flash drive is not required. i>clicker can be run from your computer. Running i>clicker from a flash drive is a convenience if you are using a lecture/ classroom computer.

3. Open the flash drive folder once it appears on your desktop.

The flash drive provides access to the **i>clicker** software and your course data. Review the contents of **iclicker** folder on the flash drive.

NOTE: It is recommended that you run [Check for Update](#) the first time you use **i>clicker** and at least annually.

4. Download i>clicker software

If you are not using a flash drive or need the i>clicker software, you can download it from www1.iclicker.com.

NOTE: The i>clicker software for Windows and Linux download folder is zipped and must be extracted before use. You will need to "unzip" or "extract" the folder and save it to the destination of your choice on your computer.

Register your software

New with i>clicker 7.12 is the ability to register your software. By registering your software, troubleshooting, support, and communication are more streamlined.

1. Start the i>clicker application.
2. Enter your registration information.

i>clicker 7.12.0

Register with i>clicker

Registering will make it easier for our support team to help you with any troubleshooting, as well as supply you with important product update information.

First Name Last Name

Email*

Primary Institution*

*Required [Can't find your institution?](#)

Remind me later Register

[Learn more](#)

- a. Enter your first name and last name. These fields are optional.
- b. Enter your e-mail address.

- c. Enter your primary institution. Simply start typing your institution name, and choose from the list of institutions that appear. If your institution does not appear, please click the “Can’t find your institution?” link to request it be added to our database.
- d. Click **Register**.

Note: if you do not wish to register your software, select “Remind me later”. This can be changed later by entering your information in Settings > Registration.

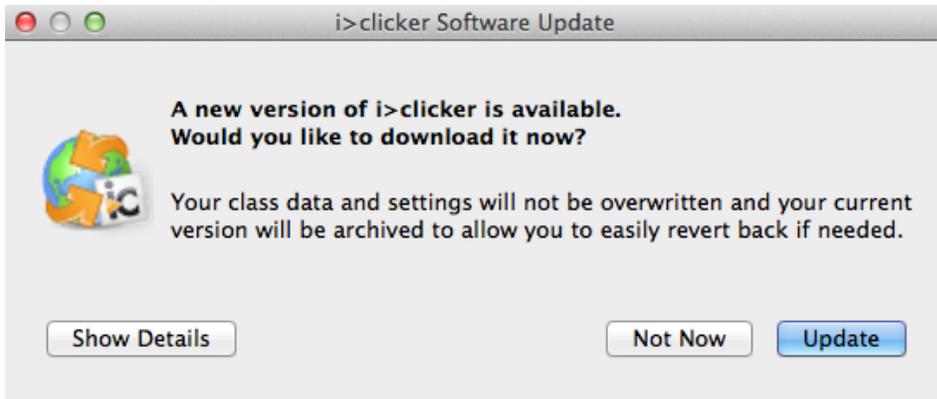
Check for update

*The **Check for Update** feature allows you to check for the latest version of **i>clicker** from within the program and easily update the program without having to manually move files. Any class data you may have is safe and will continue to work with both old and new versions of **i>clicker**. **IMPORTANT:** You need to have an Internet connection to successfully check for updates.*

1. Start the i>clicker application.



2. Choose the menu option Help > Check for Update.
3. Select the Update button to begin the update process.

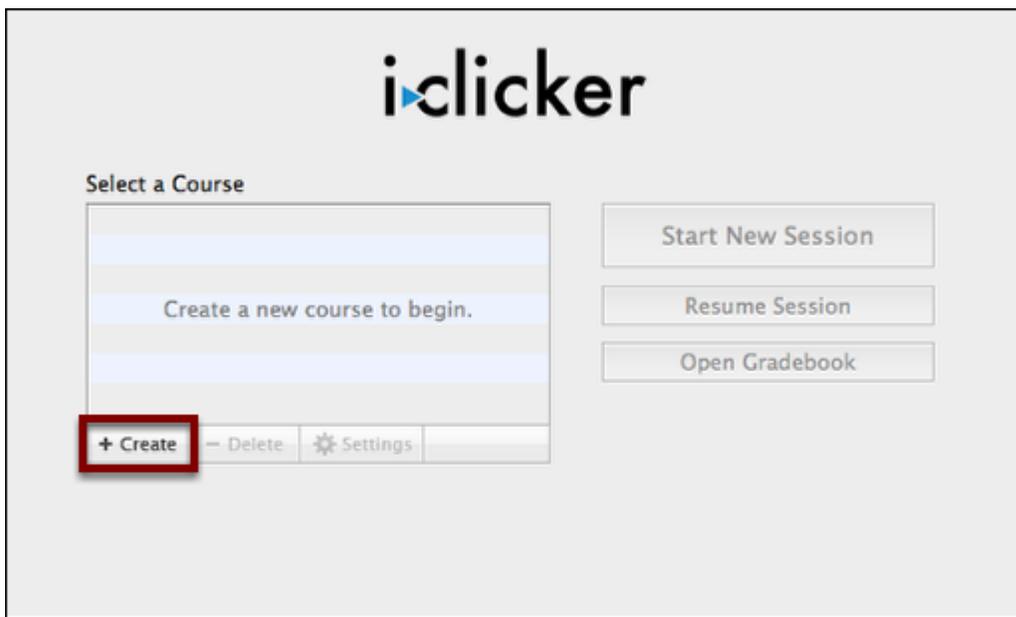


If a newer version of i>clicker is found, a message informs you that an update is available. The window includes an option to review the release notes of the new version. Upgrading your software may take several minutes.

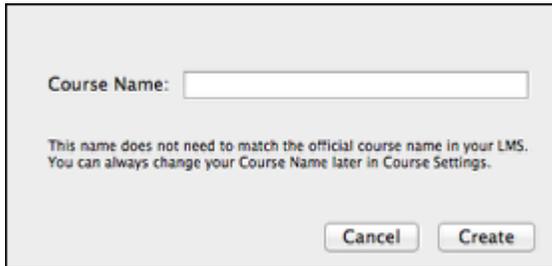
Create a course

Once you have set up your software and hardware, the first thing you will need to do is create your courses.

1. Choose to create a course.



2. Enter a course name and choose to create the course.



The screenshot shows a dialog box with a light gray background. At the top, it says "Course Name:" followed by a text input field. Below the input field, there is a line of smaller text: "This name does not need to match the official course name in your LMS. You can always change your Course Name later in Course Settings." At the bottom of the dialog box, there are two buttons: "Cancel" on the left and "Create" on the right.

i>clicker automatically creates a new course sub-folder in the *Classes* folder.

3. Review the i>clicker Home window.

Returning to the **i>clicker Home** window, your course name now appears in the list box and most, if not all, of the controls are now enabled. Repeat steps 1-2 to create as many courses or sections as you need.

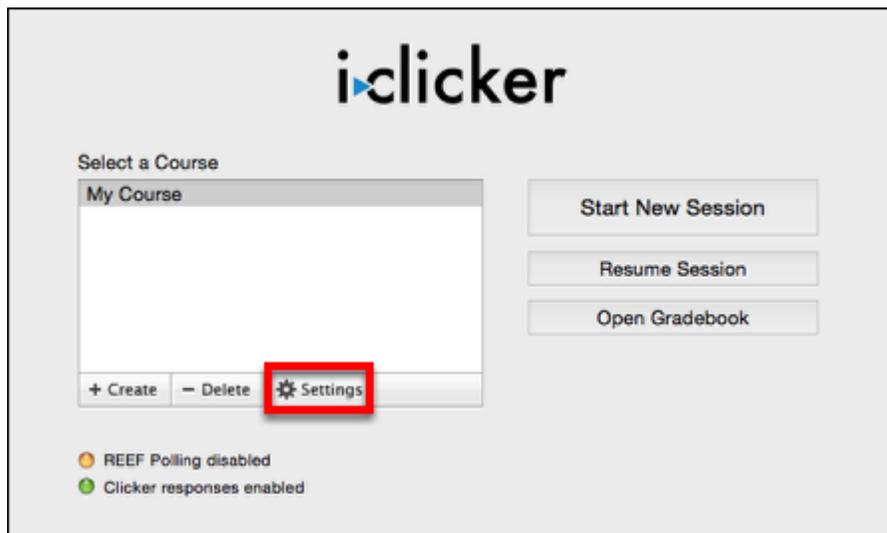
Now that you have created your course, you can [start a session and begin polling](#) immediately. However, you may want to [prepare your roster](#) and [customize your course](#).

Note: if REEF Polling is enabled for your course, you can run polling sessions without a base. If you run polling without a base, only students using REEF Polling can answer. You will need to connect an i>clicker base to your computer if students using i>clicker remotes need to vote in your polling session.

Customize your course settings

The *i>clicker* system is designed to be a simple classroom response system that can be used almost immediately upon launching. However, you may choose to take a little time to customize the software to your course.

1. Select your course.
2. Choose to edit the settings for a course.



Select the **Settings** (gear) button or choose **Course Settings** from the **Course** menu to view the course settings. Here you can review or change the settings for a specific course.

3. Update the course settings and choose to save your changes.

The screenshot shows the 'General' tab of the 'Course Settings' window. At the top, there are eight tabs: General, REEF Polling, Gradebook, Roll Call, Toolbar, Scoring, Results, and Base Display. The 'General' tab is active. Below the tabs, there are three sections: 'General', 'Frequency code', and 'Preferences'. The 'General' section contains three text input fields: 'Course Name' (with the value 'Test Course'), 'Instructor Remote ID' (with a placeholder 'Eight character code on the back of remote'), and 'Welcome Message' (with a placeholder 'Displayed on student i>clicker 2 remotes on power up'). The 'Frequency code' section contains two rows of radio buttons for 'Subfrequency Code 1' and 'Subfrequency Code 2', each with options A, B, C, and D. A small text 'Plug the base in ...' is visible between the two rows. Below the radio buttons is a label 'Show frequency alert message:' followed by a dropdown menu showing 'until manually closed'. The 'Preferences' section contains a 'Choose Language:' dropdown menu set to 'English', a checkbox 'Show language selection at start-up' which is unchecked, and a checked checkbox 'Prevent App Nap'. At the bottom right of the window are two buttons: 'Cancel' and 'Save'.

Choose the corresponding tab at the top of the **Course Settings** window to access the various settings.

Settings are course-specific. They are organized into eight tabs:

- [General](#)
- [REEF Polling](#)
- [Gradebook](#)
- [Roll Call](#)
- [Toolbar](#)
- [Scoring](#)

- [Results](#)
- [Base Display](#)

Select the **Save** button when you finish making changes to the course settings.

Prepare your roster

*The **i>clicker** system may be used as a simple tool to give you instant, anonymous feedback in class, in which case no registration procedure is necessary. However, if you (like most instructors) want to go a bit further and give credit to your students for class participation and/or performance, you need to:*

- Create a class roster text file
- Associate each of your students with the unique serial number on their **i>clicker** remotes

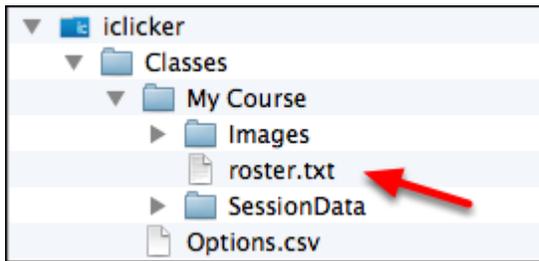
IMPORTANT: *Do not use the following instructions for registering students if you are using **i>clicker** with a learning management system (LMS). Go to www.iclicker.com and choose **Support** to access the instructions for your specific LMS.*

1. Create a course roster text file.

You must create a course roster text file as part of the student registration process.

NOTE: Students can vote with their **i>clicker** remotes before the registration process is complete. Until students register their remotes, their polling results are linked within gradebook to only the **i>clicker** remote ID.

1.1 Locate and open the roster.txt file for your course.



When you create an **i>clicker** course, the program automatically creates a new folder for that course in the **Classes** folder. You can find the **roster.txt** file in that folder. Use a word processor or text editor (e.g., Notepad, TextEdit, SimpleText) to open the file.

1.2 Create a student name (last name, first name) and ID entry for each student in your course.

Type the entries or copy/paste the student roster from another source (e.g., spreadsheet file). Use the format shown below.

EXAMPLE:

Stelzer, Tim, tstelzer

The roster file must have one line for each student in your class, with each line containing the student's **Last Name**, **First Name**, and **Student ID**, separated by commas. The Student ID may be a college ID number, email alias, or any other easily readable text string-as long as it is guaranteed to be unique for each student. We recommend that you use an ID number or naming convention that you currently use (personally or as required by your institution) for easiest import of **i>clicker** data into your course gradebook.

NOTE: When you open the **roster.txt** file you will see instructions and a sample

entry. Delete the sample entry before entering the information for your students.

1.3 Save the roster.txt file in your course sub-folder.

2. Determine which registration option to use for your students and then follow the corresponding steps.

i>clicker offers two registration options:

Web Registration: Once each student registers a device online, simply choose to sync the registration database with your roster file. This process connects your roster entries with the corresponding **i>clicker** device. This is an easy process especially for larger classes.

In-class Roll Call: Using this option requires a few minutes during class. Use the **i>clicker** software to display a window that shows all of the student names in your class (pulled from the roster.txt file). Then, students enter a unique code on their remotes to connect their name to that clicker. This method is recommended only for smaller classes (< 50 students).

Refer to the instructions in the steps below to complete the registration process.

TIP: In-class and online registration are not mutually exclusive, and both can be used to register students in a course. For example, the majority of your students may have registered online. For those who did not complete that step, use the in-class roll call method to complete the registration. Use the [loan a clicker to a student](#) option to permanently connect a student to a device.

3. Web registration

Follow these instructions to complete the web registration.

3.1 Instruct your students to complete the online registration form.

Register Your Clicker

Register your i>clicker remote so your instructor will be able to assign you credit for using your clicker in class.

All fields are required.

Country:

First Name:

Last Name:

Student ID:

The ID assigned by your school. Check your syllabus or ask your instructor if you are unsure what to enter.

Email:

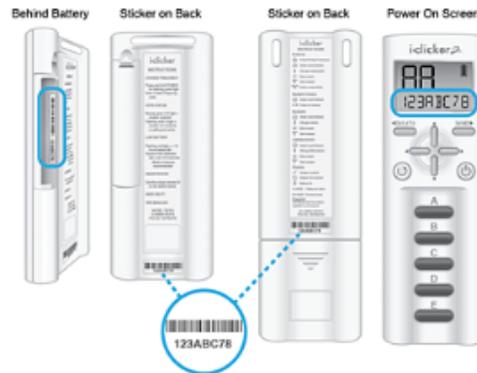
Remote ID:

The 8-character code found on your remote (see image). Codes only use letters A-F and numbers 0-9.

Image Code:

The verification code shown in the image above.

I acknowledge that I have read and agree to the [Privacy Policy](#) and the [Terms of Use](#)



Have students go to www.iclicker.com, locate the registration form, and register their clicker. As a suggestion, require that your students complete the online registration form by a specified date.

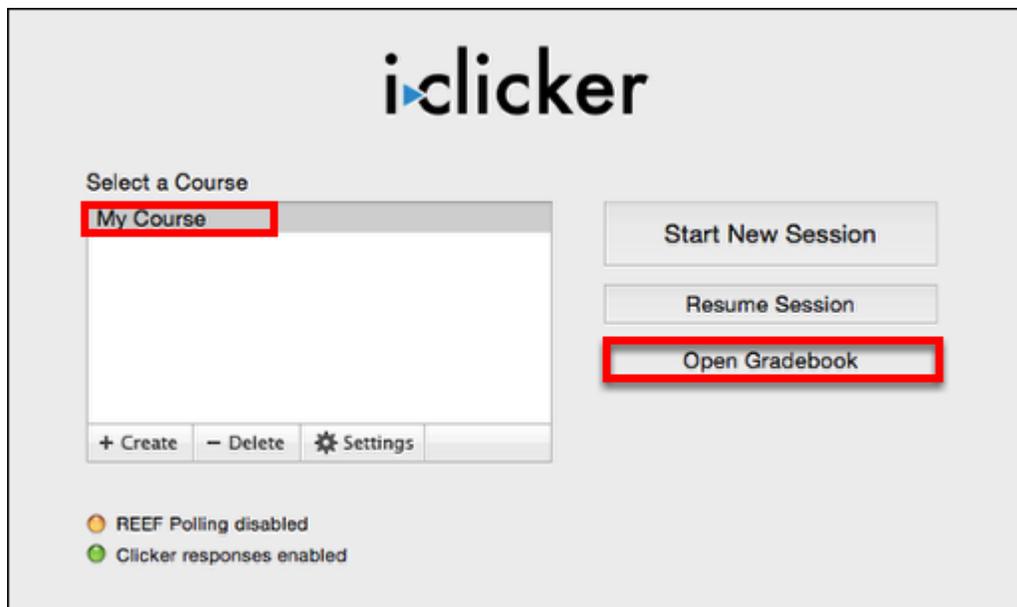
TIP: Students can use a single i>clicker remote for multiple classes and only need to register on the web once. If a student makes a registration mistake they can simply register a second time.

3.2 Complete at least one polling session.

Before completing the web registration process, you must [administer at least one polling session in class](#).

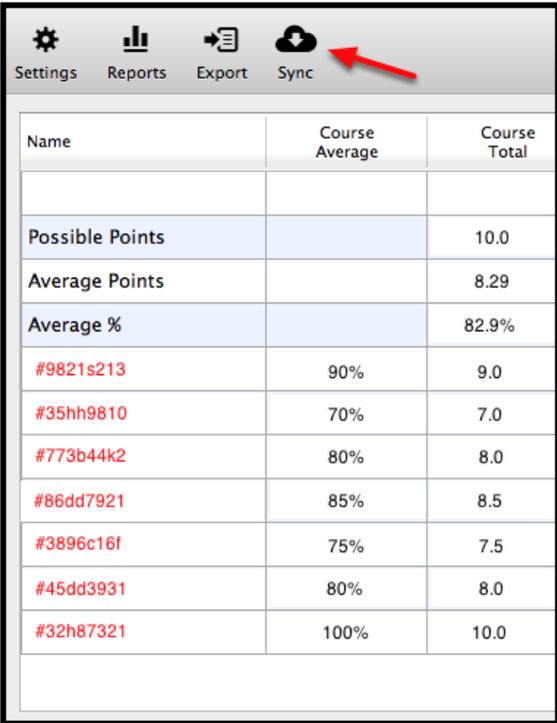
NOTE: If a student has not voted with their **i>clicker** remote, the online registration will not synchronize with the gradebook. The student must vote at least once in class. We recommend that you ask at least one clicker question, such as an attendance or ice-breaker question, on the first day of class in order to capture remote IDs.

3.3 Select your course and choose Open Gradebook.

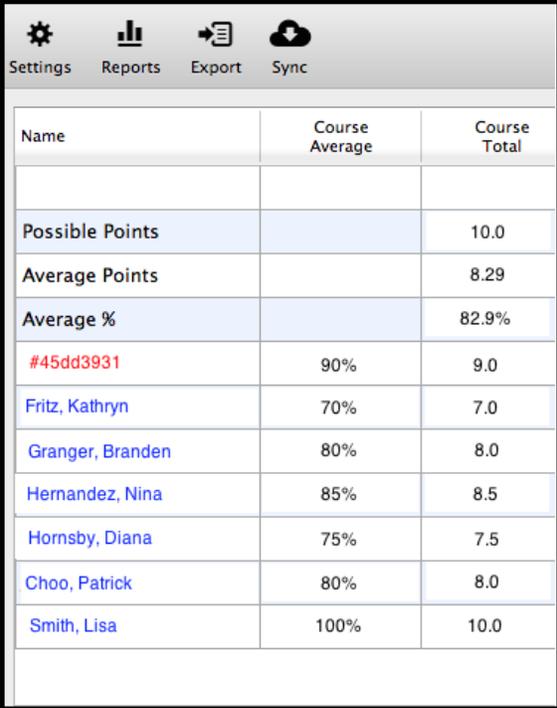


IMPORTANT: Perform this and the remaining steps only after your students complete the online registration process.

3.4 Choose to sync the roster with the online registration database.



Name	Course Average	Course Total
Possible Points		10.0
Average Points		8.29
Average %		82.9%
#9821s213	90%	9.0
#35hh9810	70%	7.0
#773b44k2	80%	8.0
#86dd7921	85%	8.5
#3896c16f	75%	7.5
#45dd3931	80%	8.0
#32h87321	100%	10.0



Name	Course Average	Course Total
Possible Points		10.0
Average Points		8.29
Average %		82.9%
#45dd3931	90%	9.0
Fritz, Kathryn	70%	7.0
Granger, Branden	80%	8.0
Hernandez, Nina	85%	8.5
Hornsby, Diana	75%	7.5
Choo, Patrick	80%	8.0
Smith, Lisa	100%	10.0

Figure 1 - Before Syncing

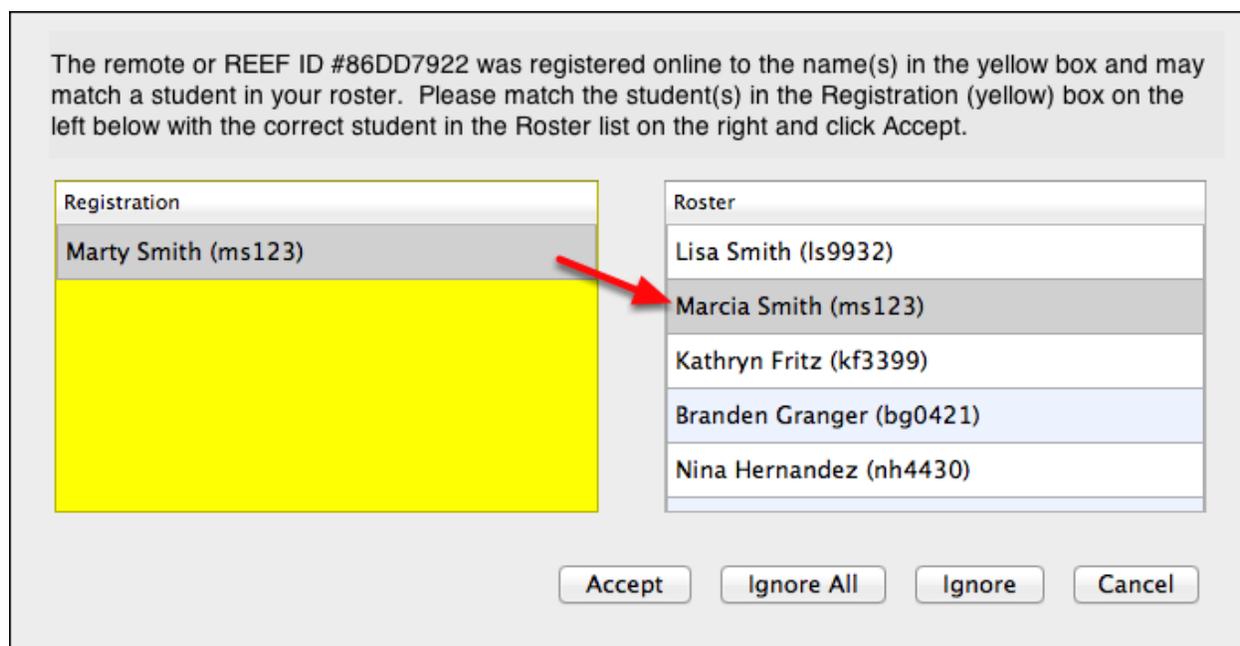
Figure 2 - After Syncing

As you can see in Figure 1 before syncing, the **Name** fields show a device serial number in red (e.g., #45dd391) to indicate that those clickers are not connected to any students. One polling session is complete as reflected in the course average and course total results.

In Figure 2 after choosing **Sync**, most of the serial numbers have been replaced with the student names appearing in blue (e.g., **Patrick Choo**) to show that those students are now associated with a clicker. Syncing pulls the information from the online registration database and matches the details against the serial numbers and roster.

NOTE: If any of the numbers still appear in red, the student info (name or ID) in the online database may not match the info in your roster.txt file or the student may not have registered. Manually complete the process by selecting that number in the roster to display a **Student Details** window. Simply choose to associate that clicker with a student in your roster file. Alternatively, use the in-class roll call method described in Step 4 to complete the process if there are several device numbers still shown in red.

3.5 Resolve any synchronization conflicts.



During the synchronization process, you may need to resolve any inconsistencies between your roster and the web registration database. For example, the student name

may not be an exact match. As shown in the example above, the registration database shows "**Marty**" and the roster shows "**Marcia**." However, this is the same student so select the corresponding roster entry and choose to accept.

If necessary, the program prompts you to resolve any conflicts. Your choices include:

- **Ignore:** no registration information is associated for that particular student
- **Accept:** connects the student name and remote ID in the registration database to the student entry in your roster
- **Cancel:** exits the synchronization process without making any changes

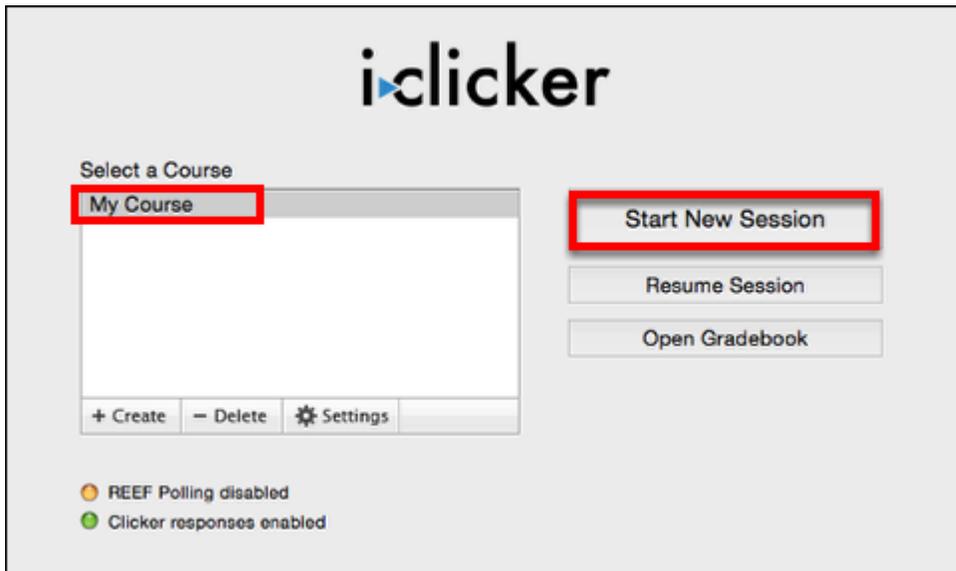
When you connect a student record, the student name and ID recorded in the roster.txt file is used in the gradebook.

TIP: Students can register multiple times without affecting the synchronization process. If you are unsure if a web registration matches the student's roster entry, ignore the registration. Ask your student to register online again, and run another web synchronization process at a later time.

4. In-class roll call

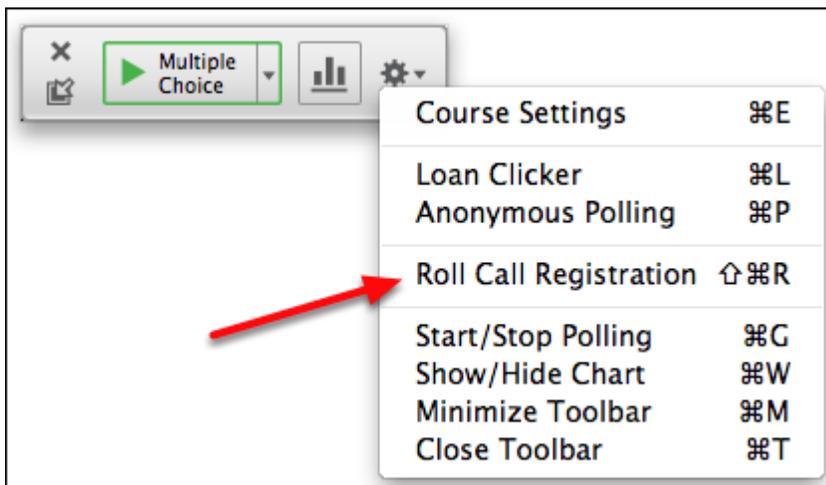
Follow these instructions to complete the in-class roll call to connect the students in your roster to the corresponding clicker. Recommended for classes with fewer than 50 students.

4.1 Select your course and choose Start New Session.



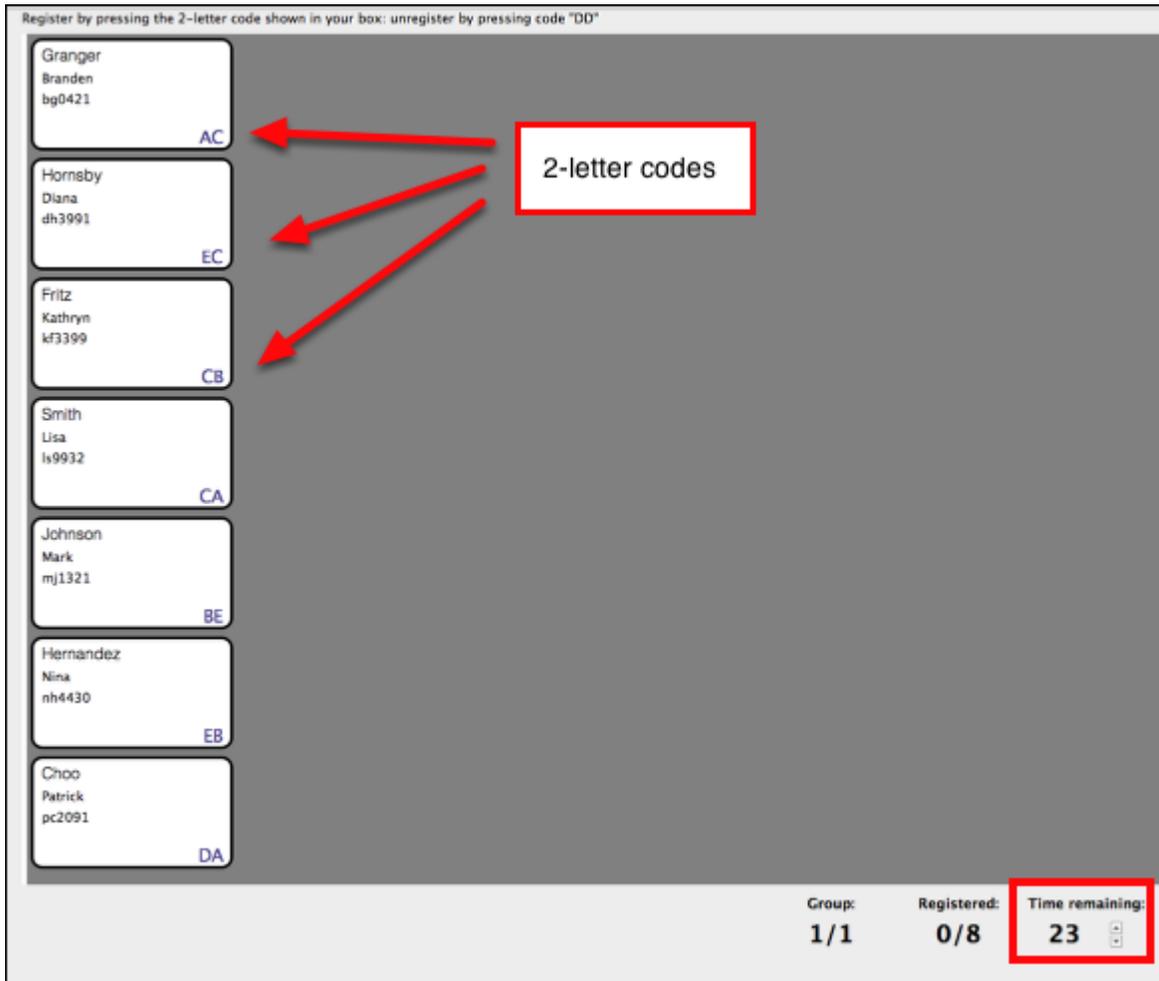
When you choose to start a new session, the i>clicker **Session Toolbar** appears as shown in the next step.

4.2 Choose the Roll Call Registration option.



Choose the **Roll Call Registration** option by selecting the **Options (gear)** button on the **Session Toolbar**.

4.3 Instruct students to use their clickers to enter the 2-letter code next to their name.



A roll call window appears showing each student name, ID, and a 2-letter code. By default, the block flashes green to show the code was received. The block then turns

grey to show the remote has been registered.

If there are more students in your course than will fit on the screen, the screen moves to the next page when the timer reaches zero. The program cycles through all of the students until you close this window.

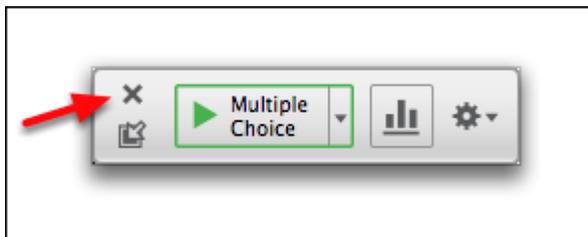
NOTE: If you are using the roll call method with the web registration process, those students who are already connected to a device appear on a grey background with the device number shown instead of a code. The student names appearing on a white background are not yet registered and must enter the code.

You can choose to [change the setting for the roll call process](#). For example, you can have the student names disappear from the window (vs. turn green) after a code is entered.

TIP: Students who accidentally register their clicker remote to the wrong name should press **DD** on the remote to clear the incorrect registration and then re-enter the correct code.

4.4 Close the roll call window when you are finished.

4.5 Close the Session Toolbar.



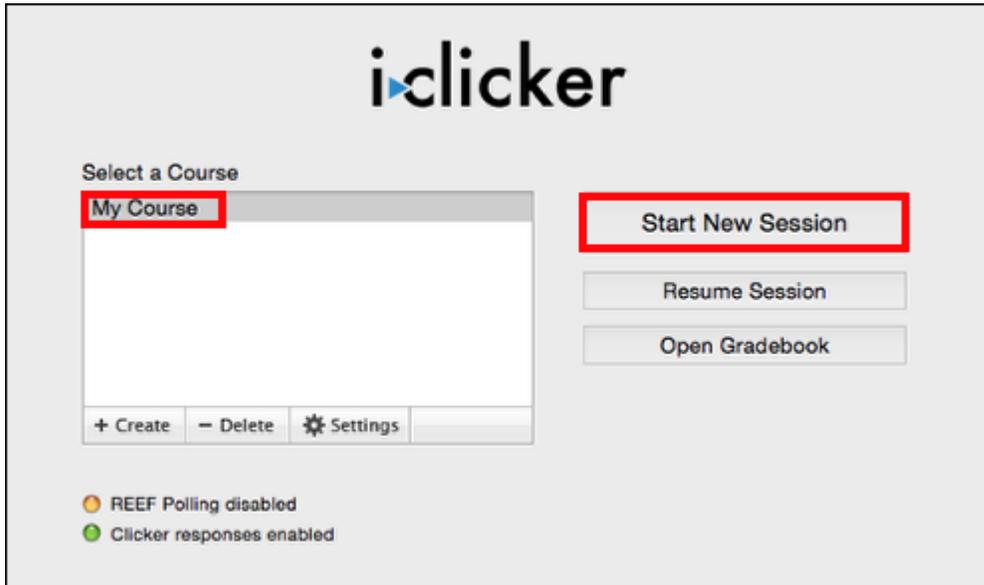
If you plan to administer a poll immediately after registering students, you do not need to close the toolbar. Continue with your class and [present polls to your students](#).

Use i>clicker in Class

Poll students

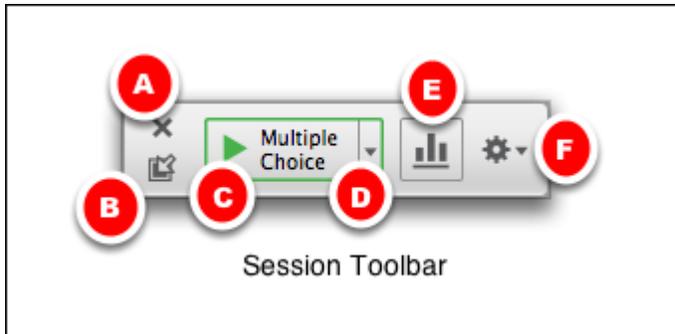
*Engage your students in interactive polls during class or use i>clicker to administer a quiz.
Follow the steps provided here to poll students.*

1. Select a course and choose to start a new session.



The **Session Toolbar** appears in the top left corner of your computer screen (as shown below). You can reposition the toolbar anywhere on your desktop. The floating toolbar allows you to run **i>clicker** with your presentation application(s). For example, if you use PowerPoint or Keynote, both your presentation and the **i>clicker** toolbar will be active. The toolbar floats on top of other applications, such as Word, Acrobat, web browsers, etc. **i>clicker** will take a screen shot of your desktop when polling is started. The screen shot can be viewed in gradebook when polling is over.

IMPORTANT: The **Start New Session** and **Resume Session** options are enabled only if a base station is attached to your computer.



The **Session Toolbar** includes options to perform the following:

A - Close or end the session

B - Minimize and maximize the toolbar

C - Start/stop a poll

D - Select the question type

E - Show/hide the results chart

F - Display the Options menu

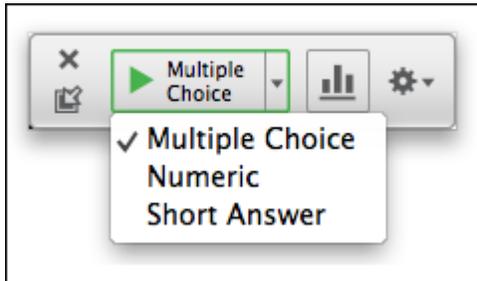
2. Instruct your students to turn on their devices.

NOTE: If your base station is not set to the default frequency **AA**, instruct students to [change the channel on their i>clicker devices](#).

3. Present a question to the class.

Present questions to the class verbally or using a projector. You can use any program (e.g., PowerPoint, Keynote, Google Docs, Word, Acrobat, etc.) to present a question to the class. Or, you may choose to verbally present a question. Simply state the question and answers choices.

4. Select the question type (if necessary).



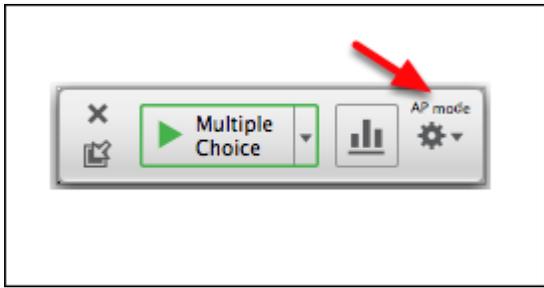
Select the question type from the **Session Toolbar** (if necessary) to match the question presented to the class.

5. Set the polling mode.

i>clicker supports two polling modes--**record voting results** and **anonymous**. The default mode is set to record voting results. You can switch between the modes before you start each question. Select the mode if it is not already set properly for the question. Use the **Options** (gear) menu to turn anonymous polling on/off.

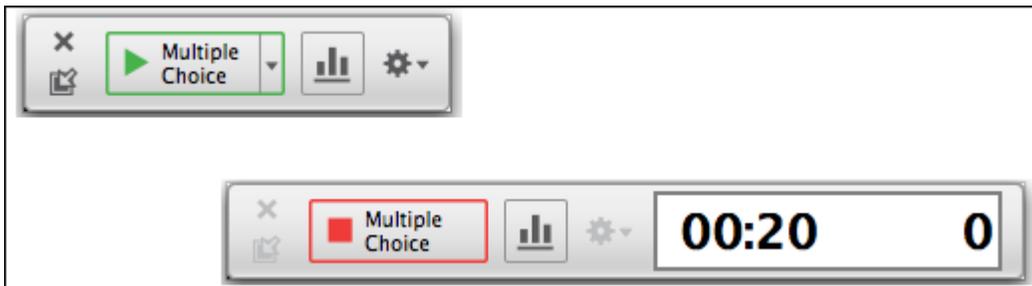
TIP: Anonymous polling questions are ideal, in that, students can respond to sensitive questions without worrying that you can link their responses to their student IDs later. Answers are not associated with a name or ID. Rather, the gradebook results for each student shows an "X" instead of the actual response for that question.

i>clicker does capture the cumulative results so that you know how many students voted for each answer. Participation points may be assigned for these questions. However, the program does not assign performance points since there are no correct answers.



The label **AP mode** appears on the toolbar indicating the **Anonymous Polling** mode is enabled. No label appears when student results are recorded.

6. Press Start (>) to begin a poll.



When polling is active, the **Start (>)** button switches to a **Stop** button and a timer appears. A counter on the far right of the toolbar displays how many students have voted. You can choose to show or hide the results during a poll by pressing the **Chart** button. All other options are disabled during a poll.

TIP: The base station LCD shows the polling results for an active poll. The information shown depends on the [base station display settings](#).

NOTE: i>clicker begins collecting votes after you select the **Start** button. On the i>clicker 1 or i>clicker + remotes, a green **Vote Status** light (next to each button) on the students' remotes indicates a response has been successfully recorded. On the i>clicker

2 remote, a checkmark on the LCD screen indicates that a response has been successfully recorded.

7. Press Stop on the toolbar to end a poll.

NOTE: **i>clicker** stops collecting votes when you choose the **Stop** button. If students attempt to vote when polling is not active, on **i>clicker 1** and **i>clicker +** remotes, the **Vote Status** light (next to each button) flashes red. On the **i>clicker 2** remotes, a closed session symbol appears on the LCD screen.

8. Choose to view the polling results.

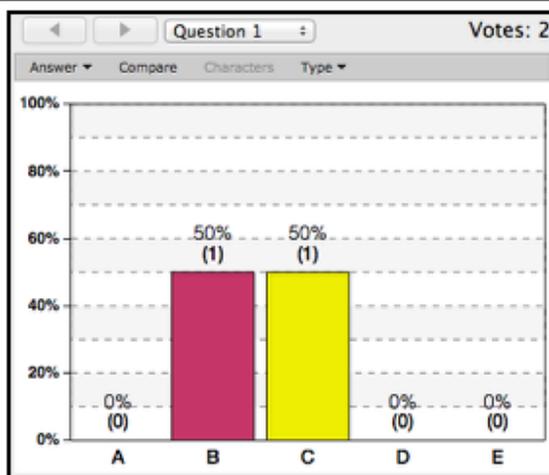


Figure 1 - before correct answer set

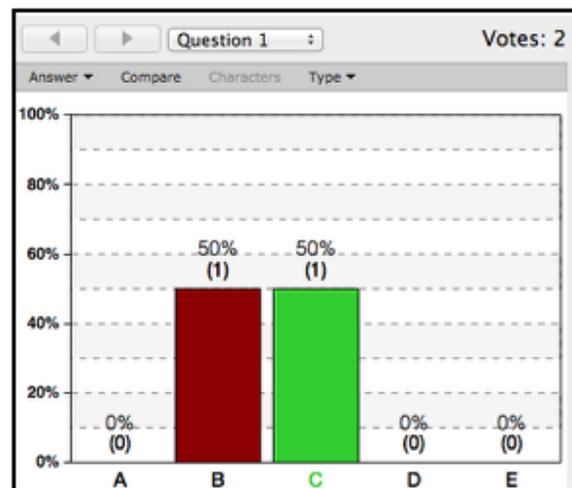


Figure 2 - after correct answer selected

You can choose to show the polling results during or after a poll. Simply select on a bar

to select/deselect it as the correct response. Alternatively, choose the correct response from the **Answer** pop-up menu in the top, left corner of the chart window. Before selecting an answer, each bar appears in a different color. After choosing the answer, the correct answer bar appears in green and the other bars appear in red.

Close the window when you are finished viewing the results.

TIP: The chart window includes [many options for viewing student results](#). You can change the [default chart settings](#) using the **Course Settings** option.

9. Repeat Steps 3 - 8 for each new question.

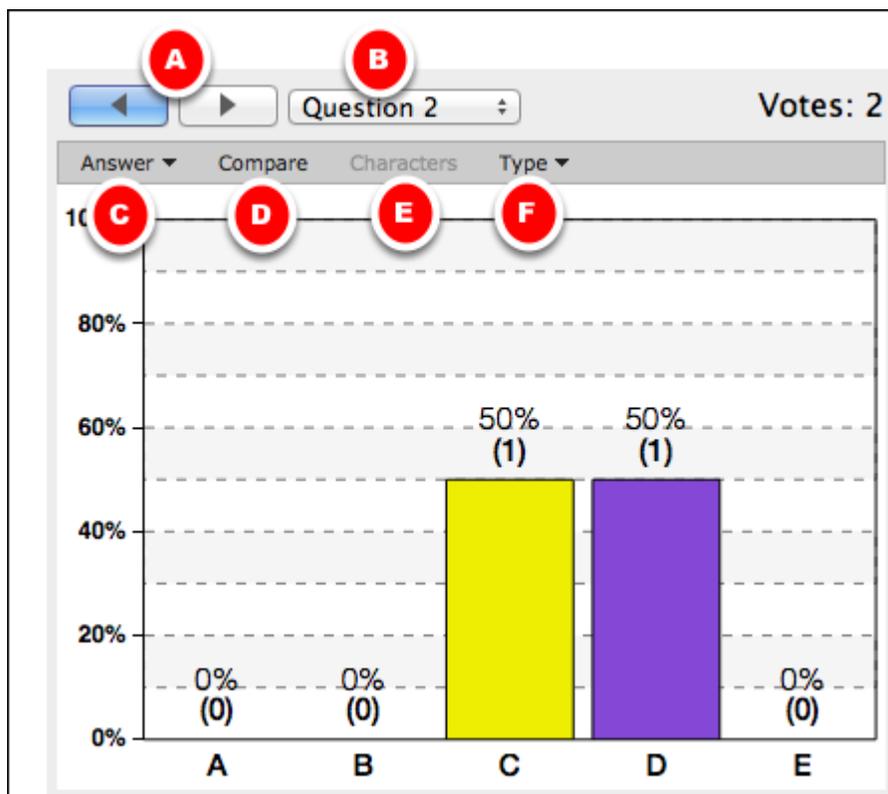
10. End the session when you finish asking questions.

Select the **Close (X)** button on the toolbar or choose **Close Toolbar** from the **Options** (gear) menu. The program ends the session, stores the student responses in the gradebook, and displays the **i>clicker** home screen with your courses.

Use the chart options to view the polling results

Display the results chart during a poll or after you stop accepting votes. The program provides several options for viewing the results. For example, you can view multiple charts to compare results to another question. Other options let you set the correct answer, change the chart view, and move from question to question.

Review the options provided in the Results Chart window.



Use the controls in the **Results Chart** window to:

A - Move to the results for the next or previous question

B - Move to the results for a specific question

C - Select the correct answer (or choose the corresponding letter choice or bar)

D - Display a second chart window to compare question results

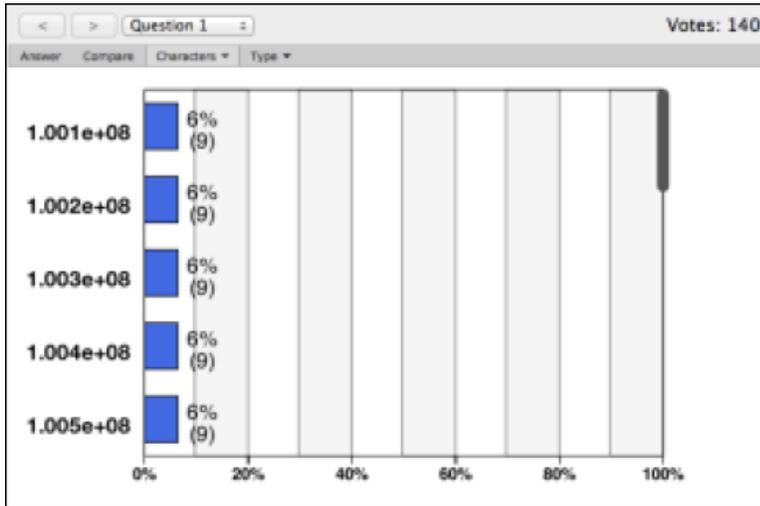
E - Set the number of significant digits -- 1-8 for numeric response questions or 1-16 for short answer

F - Set the graph type (bar chart-vertical or bar chart-horizontal)

Select the **Close** button on the window to close the **Results Chart** window.

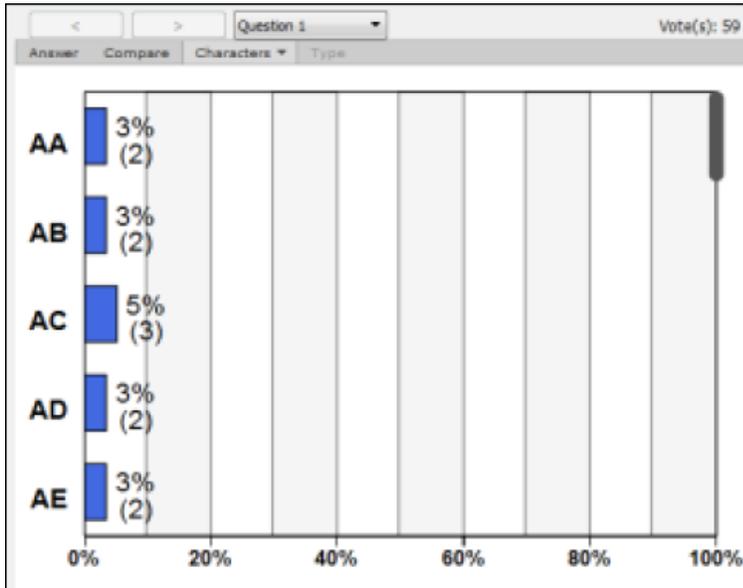
TIP: Press the **B** button on the [instructor remote](#) to show/hide the results chart. Press the **E** button on your remote to cycle through the choices to designate a correct answer.

Numeric Response



For numeric results charts, the results appear on a vertical bar chart in numeric order (default) or a histogram. Choose **Answer** to select one or more correct responses. Select **Characters** to set the number of significant figures, or characters, to show in the chart.

Short Answer



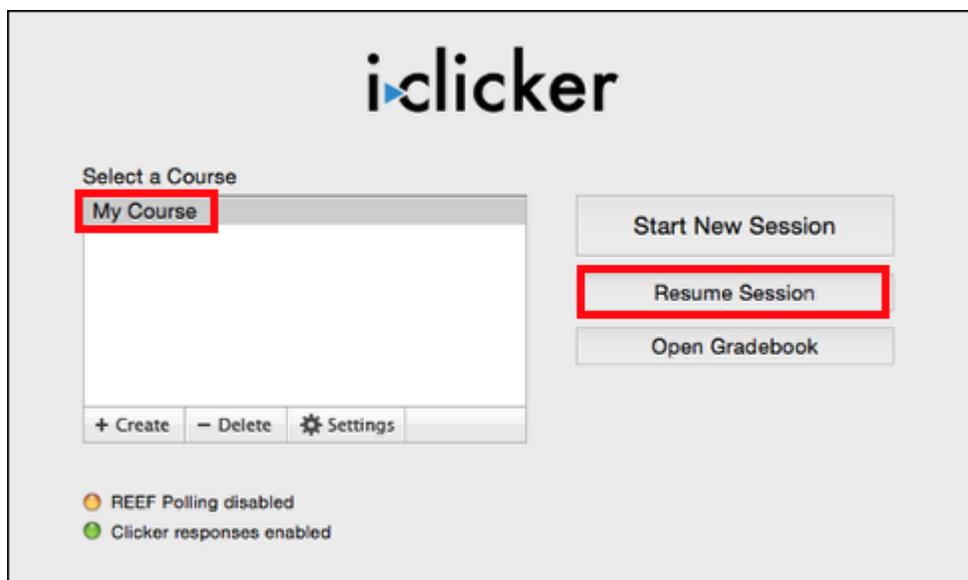
Short answer (alphanumeric) results charts can only be viewed as a vertical bar chart. To view more results, drag the scroll bar down. Select the **Characters** menu to change the number of characters that appear on the chart.

TIP: Changing the number of characters is particularly useful for ranking and grouping responses. For example, three students provide the following answers to a ranking question: **ABCDE**, **ABEDC**, **BCEDA**. With five or more significant characters selected, each of these answers appears separately in the bar chart. By changing the significant characters to one, you can group the students by their first choice. In this example, changing the significant characters to one displays two bars on the chart.

Resume a session

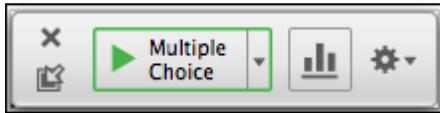
The **Resume Session** option is useful if you accidentally end a session or could not finish a session during class and want to continue the session another day. Choose **Resume Session** to resume the most recent session.

1. Select a course and choose to resume a session.



The i>clicker program resumes the most recent session and displays the **Session Toolbar**.

2. Continue the polling session.



The program appends results for additional questions into the gradebook for the most recent session.

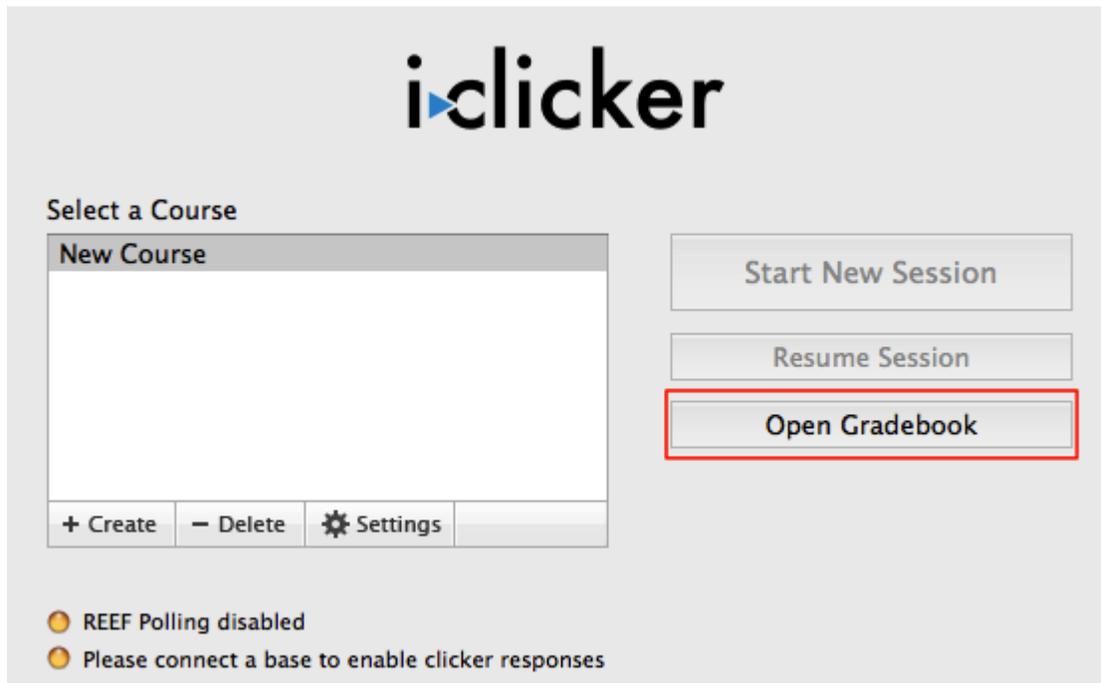
3. End the session when you finish polling your students.

Grade and View Student Results

Take a quick look at the gradebook

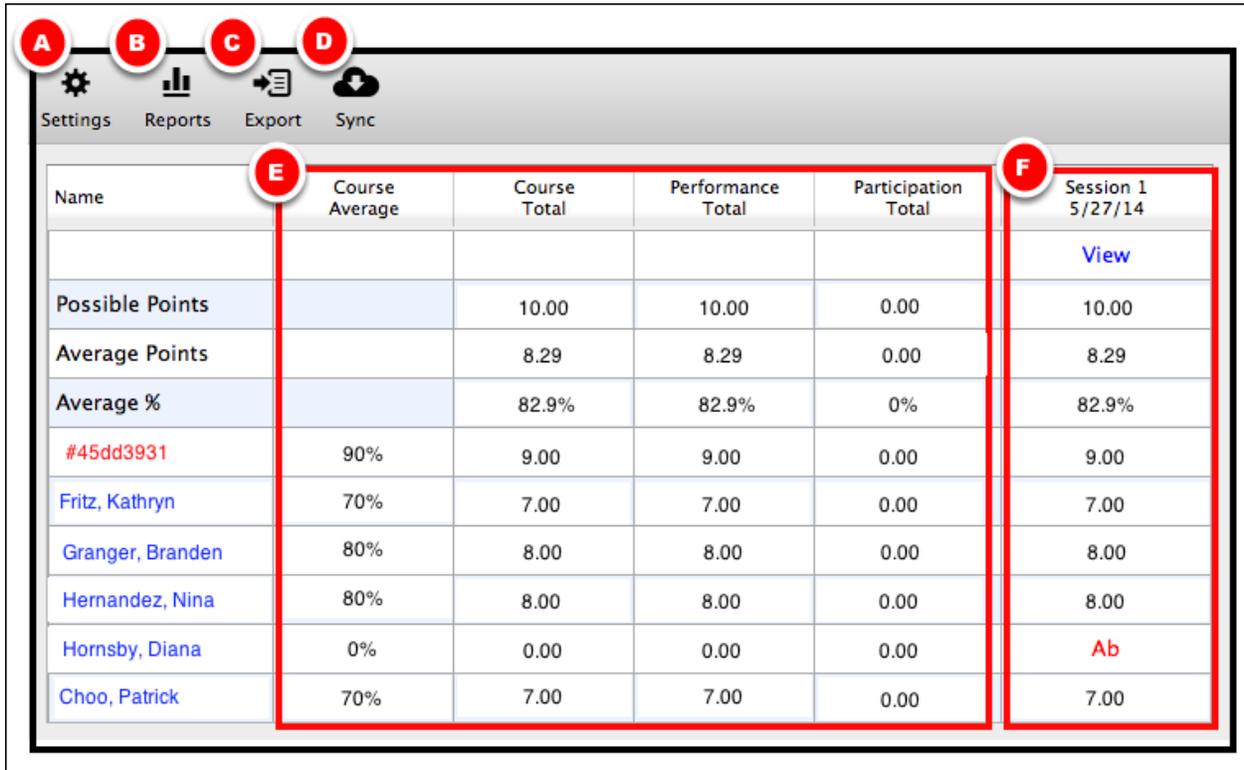
The i>clicker gradebook provides access to all of the polling results for a course. Here you can view student results, edit performance/participation points, manage unregistered clickers, generate reports, and export results.

1. Select a course and choose to open the gradebook.



Simply choose a course and select **Open Gradebook** to view/edit the polling results for your students.

2. Review the gradebook options and student results data.



The screenshot shows the i>clicker gradebook interface. At the top, there are four callout boxes: A (Settings gear icon), B (Reports bar chart icon), C (Export document icon), and D (Sync cloud icon). Below these are the menu items: Settings, Reports, Export, and Sync. The main table has columns for Name, Course Average, Course Total, Performance Total, Participation Total, and Session 1 5/27/14. A red box labeled 'E' highlights the first five columns, and another red box labeled 'F' highlights the Session 1 column. The table data is as follows:

Name	Course Average	Course Total	Performance Total	Participation Total	Session 1 5/27/14
					View
Possible Points		10.00	10.00	0.00	10.00
Average Points		8.29	8.29	0.00	8.29
Average %		82.9%	82.9%	0%	82.9%
#45dd3931	90%	9.00	9.00	0.00	9.00
Fritz, Kathryn	70%	7.00	7.00	0.00	7.00
Granger, Branden	80%	8.00	8.00	0.00	8.00
Hernandez, Nina	80%	8.00	8.00	0.00	8.00
Hornsby, Diana	0%	0.00	0.00	0.00	Ab
Choo, Patrick	70%	7.00	7.00	0.00	7.00

When you open a gradebook, **i>clicker** displays a window that shows your student roster, summary data, and session results. The summary data includes the course average, course total points possible, performance total points, and participation total points.

A - Change the default **Scoring** settings for all new sessions

B - Generate session and summary reports

C - Export session results to a general- or LMS-formatted file

D - Synchronize unregistered clickers

E - Summary results data for all sessions

F - Session results (session summary and student scores) -- **Ab** indicates student absent and/or did not respond to any questions in that session

NOTE: If you are set up to sync with an LMS, two buttons appear--**Sync Roster** and **Sync Scores**.

NOTE: Students using REEF, i>clicker's mobile app, will appear as "Unknown REEF User" in your roster until a) they have entered their student ID (as it appears in your roster) in their REEF profile and b) you have synchronized your roster by clicking the "Sync" icon.

3. Review the session details window.

✓	Response	Vote %	Votes	Points
<input type="checkbox"/>	A	0%	0	0.00
<input checked="" type="checkbox"/>	B	100%	2	0.00
<input type="checkbox"/>	C	0%	0	0.00
<input type="checkbox"/>	D	0%	0	0.00
<input type="checkbox"/>	E	0%	0	0.00

When you choose the **View** option for a session, a **Session Details** window appears as shown in the example above. A screen capture is shown for each of the questions presented during a session.

A - View the session summary, change the session name, and delete a session

B - View/edit the session scoring (performance and participation points)

C - Set the correct response, view voting details, and specify performance points awarded for the selected question

D - Delete current question (marks question as deleted and removes from results)

calculations)

E - View a results chart for a question

F - Move to next and previous questions

View session results, set correct responses, and update points awarded

After you complete a session, use the gradebook to view the results for a polling session.

If you already set correct responses during the session, it is not necessary to make those updates now. However, if you did not indicate some or all of the correct responses, you must assign correct answers before students receive points for their responses.

If you did not [set the default scoring settings](#), adjust the scores following these instructions.

Make changes to the points for one question, a few, or all of them. For example, upon review you can assign more points for an especially difficult question.

1. Open the course gradebook and review session results.

Name	Course Average	Course Total	Performance Total	Participation Total	Session 1 5/27/14
					View
Possible Points		10.00	10.00	0.00	10.00
Average Points		8.29	8.29	0.00	8.29
Average %		82.9%	82.9%	0%	82.9%
#45dd3931	90%	9.00	9.00	0.00	9.00
Fritz, Kathryn	70%	7.00	7.00	0.00	7.00
Granger, Branden	80%	8.00	8.00	0.00	8.00
Hernandez, Nina	80%	8.00	8.00	0.00	8.00
Hornsby, Diana	0%	0.00	0.00	0.00	Ab
Choo, Patrick	70%	7.00	7.00	0.00	7.00

The gradebook shows the possible points for each session, average points, and average percent score.

To review the session results, scroll through the student responses. The points shown include the earned performance points and participation points (if any). An **Ab** indicates that the student was absent or did not respond to any of the questions.

Student names appear in blue if a clicker is registered to that student. Any unregistered clickers (e.g., #45dd3931) appear in red. Results are recorded for unregistered clickers and can be assigned to a student after a polling session. Select (double-click) an unregistered clicker to [assign the clicker to a student](#).

NOTE: You cannot use the gradebook to manually edit an individual student's results. If you export results to an LMS or another gradebook, you can change them using that program.

2. Review/update the correct responses for a session.

To assign points for a polling session, you must identify the correct responses. If you did not select the answers during the poll, follow these instructions.

2.1 Choose View to display the Session Details window.

The top screenshot shows a gradebook table with columns: Name, Course Average, Course Total, Performance Total, Participation Total, and Session 1 5/27/14. A red box highlights the 'View' link in the Session 1 5/27/14 column for the first student row. A red arrow points from this 'View' link to the 'Session Details Window' below.

Name	Course Average	Course Total	Performance Total	Participation Total	Session 1 5/27/14
					View
Possible Points		10.00	10.00	0.00	10.00
Average Points		8.29	8.29	0.00	8.29
Average %		82.9%	82.9%	0%	82.9%
#45dd3931	90%	9.00	9.00	0.00	9.00
Fritz, Kathryn	70%	7.00	7.00	0.00	7.00
Granger, Branden	80%	8.00	8.00	0.00	8.00

The bottom screenshot shows the 'Session Details Window' for 'Question 1'. It displays the question type as 'Multiple Choice' and the correct answer as 'B'. A table shows the results for each response option:

Response	Vote %	Votes	Points
A	0%	0	0.00
<input checked="" type="checkbox"/> B	100%	2	1.00
C	0%	0	0.00
D	0%	0	0.00
E	0%	0	0.00

Session Details Window

Locate the session in the gradebook and select the corresponding **View** option.

2.2 Select the correct response for each question.

While viewing the question details, you can change the points awarded for a single question by selecting (double-clicking) the points shown for a correct response. However, refer to the instructions in Step 3 to change the points for all of the questions in a session.

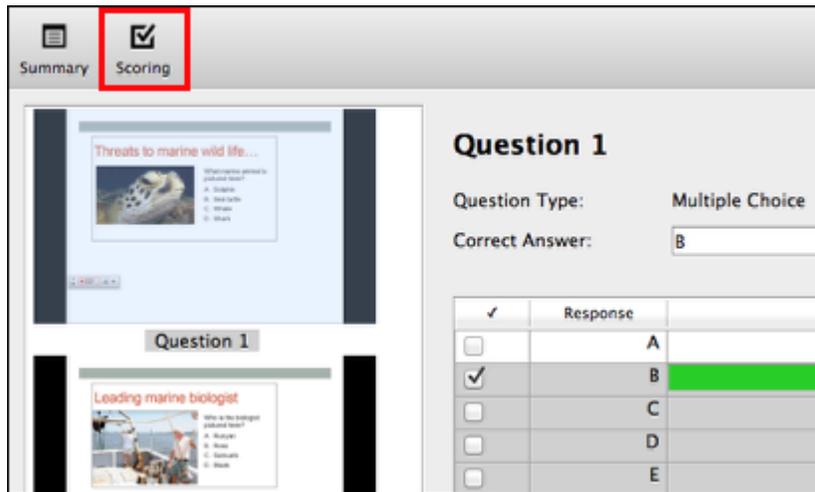
TIPS:

- Choose **Delete Question** to remove a question. The question is still shown, but the results are not used in the student or summary results calculations after the question is deleted.
- Choose **Undelete Question** if you accidentally delete a question or want to include the results for a deleted question in the summary calculations.
- Double-click a screen capture image to view it in full-screen mode.
- Select **Summary** to view a session summary or edit a session title.

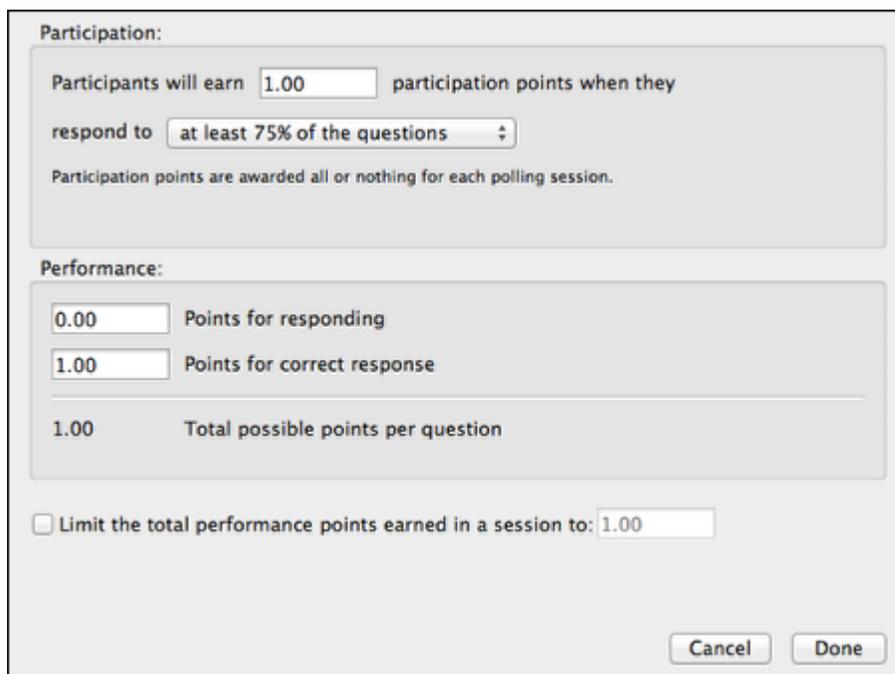
3. Update the point settings for all questions in a session.

If you have not specified the performance points and participation points, you can change the point settings and apply them to all of the questions in a session.

3.1 Select the Scoring option in the Session Details window.



3.2 Set the participation and performance point settings.



IMPORTANT: Any changes made here in the **Session Scoring** window apply only to the current session. Use the **Settings** option on the gradebook home page to change the default settings for any NEW sessions.

Participation points: Awarded to students who attend and vote during lecture (encouraging student engagement). To earn the session participation points, students must respond to a certain percentage of questions in a session. Depending upon the total number of questions, **i>clicker** automatically calculates the minimum number of responses needed. Example: If you select the *all but one question* option and there were 10 questions in a session, a student must respond to at least 9 of the 10 questions (correctly or incorrectly) to earn the participation points.

Performance points: Awarded to students by question for specific answers. Set the number of points earned for students who respond and/or select a correct response. You may also choose to set a limit for the total performance points awarded in a session.

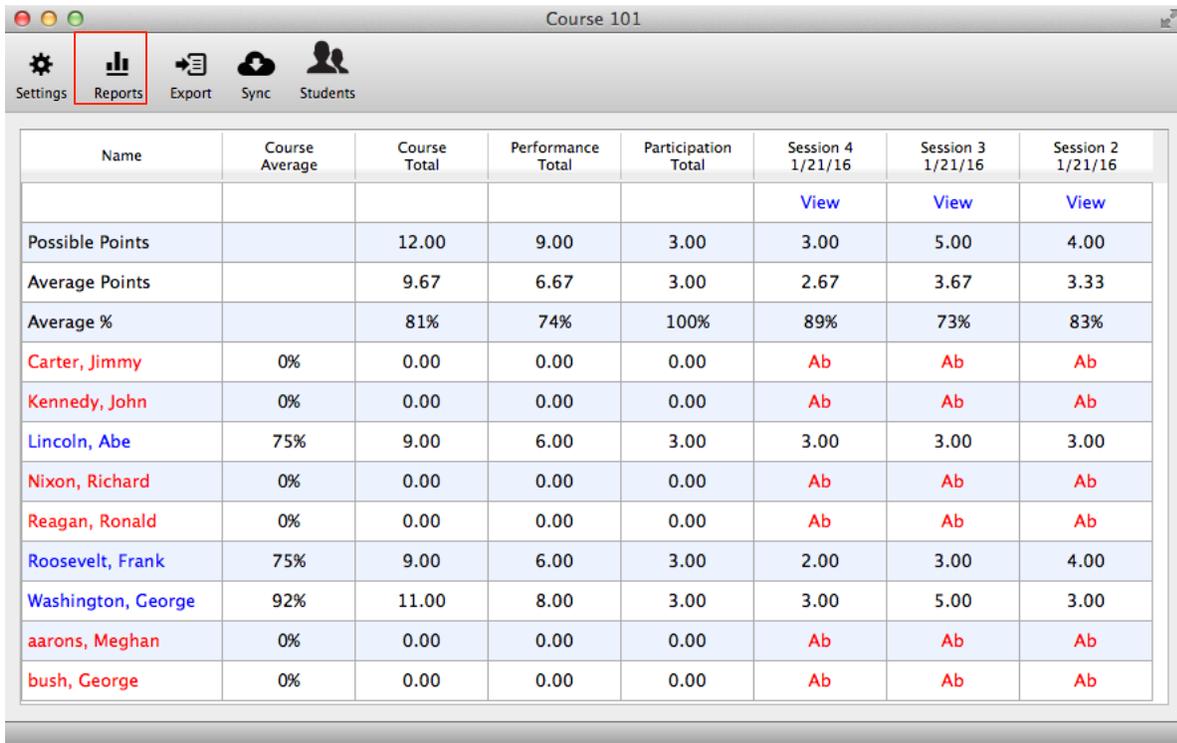
4. Close the Session Details window to save the changes.

Generate reports

Using *i>clicker* you can prepare overall, session, and student summary reports. Reports can be saved in Excel or HTML format (with version 7.5.0 and above).

NOTE: Microsoft Excel or another spreadsheet program capable of reading .xlsx formatted files is required if you choose to save as Excel. Use a spreadsheet application to open, review, print, and update the results.

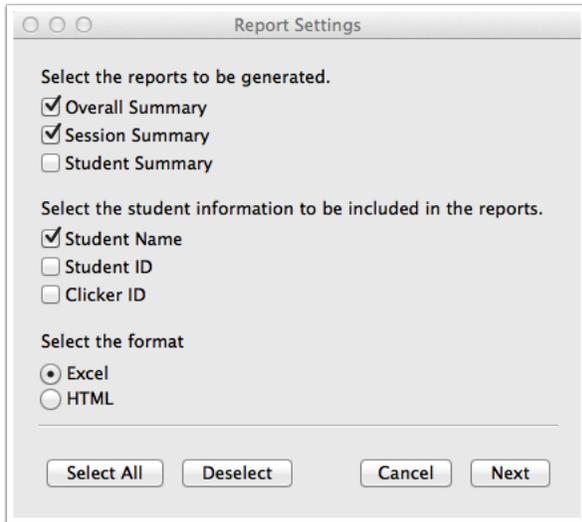
1. Open the course gradebook and choose the Reports option



The screenshot shows the i>clicker interface for 'Course 101'. The 'Reports' menu item is highlighted with a red box. Below the menu is a table displaying course and student performance data.

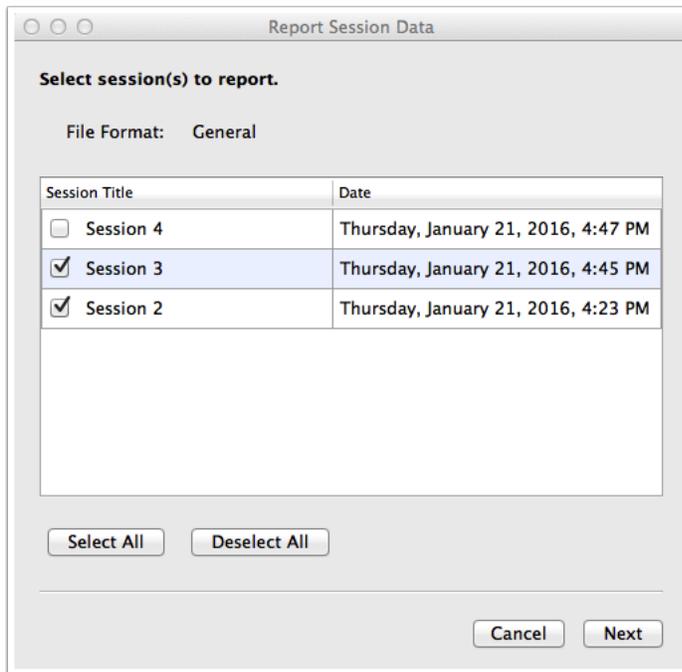
Name	Course Average	Course Total	Performance Total	Participation Total	Session 4 1/21/16	Session 3 1/21/16	Session 2 1/21/16
					View	View	View
Possible Points		12.00	9.00	3.00	3.00	5.00	4.00
Average Points		9.67	6.67	3.00	2.67	3.67	3.33
Average %		81%	74%	100%	89%	73%	83%
Carter, Jimmy	0%	0.00	0.00	0.00	Ab	Ab	Ab
Kennedy, John	0%	0.00	0.00	0.00	Ab	Ab	Ab
Lincoln, Abe	75%	9.00	6.00	3.00	3.00	3.00	3.00
Nixon, Richard	0%	0.00	0.00	0.00	Ab	Ab	Ab
Reagan, Ronald	0%	0.00	0.00	0.00	Ab	Ab	Ab
Roosevelt, Frank	75%	9.00	6.00	3.00	2.00	3.00	4.00
Washington, George	92%	11.00	8.00	3.00	3.00	5.00	3.00
aarons, Meghan	0%	0.00	0.00	0.00	Ab	Ab	Ab
bush, George	0%	0.00	0.00	0.00	Ab	Ab	Ab

2. Specify the options and choose to prepare a report



You can choose an overall summary report, session summary reports, and/or student summary reports. You can include student name, student ID, and/ or clicker ID. Reports can be formatted as Excel or HTML reports.

2.1 Select the session(s) to appear in the report(s)



2.2 Choose where you would like to save your report(s)

By default, reports are saved in the Reports folder located inside the class folder.

3. Open and view reports

3.1 Overall Summary Report

The overall summary report shows a summary of sessions for the course, including the number of students who voted in class and the number of questions asked. If you also generated session summary reports, the sessions listed in the Name column will appear as hyperlinks. Clicking on the hyperlink will open the respective session summary report.

Overall_Summary_Report.xlsx

Search in Sheet

Home Layout Tables Charts SmartArt Formulas Data Review

Font: Arial, 10, Bold, Italic, Underline, Text Color, Background Color, Paragraph Spacing, Indentation, Orientation, Language, Font Face, Font Size, Font Color, Paragraph Spacing, Indentation, Orientation, Language, Font Face, Font Size, Font Color

Alignment: Wrap Text, Merge

Number: General, Percentage, Currency, Accounting, Date, Time, Text, Fraction, Scientific, Custom

Format: Conditional Formatting, Styles

Cells: Insert, Delete, Format

Themes: Themes, Font Color, Background Color, Paragraph Spacing, Indentation, Orientation, Language, Font Face, Font Size, Font Color

C22

Overall Summary Report
 Course 101
 Generated: 01/21/2016 16:52:33

Number of Sessions	2
Number of Students in Class	9

Legend
 Session Average = Based only on students who responded in that session

Name	Date	Number of Students in Session	Number of Questions Asked	Possible Points	Session Average
Session 3	1/21/16	3	4	5.00	73%
Session 2	1/21/16	3	3	4.00	83%
Course Total		-	7	9.00	-
Course Average		3	3	4.50	78%

Sessions +

Normal View Ready Sum=0

3.2 Session Summary Report

Session 2 - Summary
 Course 101
 Generated: 01/21/2016 17:09:28

Number of Students in Course	9
Number of Students in Session	3
Total Questions	3
Questions Deleted	0

Legend
 (NR) = No response
 AP = Anonymous Polling
 Average % = Based only on students who responded to this question

Color coding applies if a correct answer is selected
 Bold Red = incorrect
 Black = correct

Session Scores				Question Results		
	Total	Perform	Partic	Question 1	Question 2	Question 3
Number of Responses	-	-	-	3.00	3.00	3.00
Start Time	-	-	-	04:45:24 PM	04:45:33 PM	04:45:38 PM
Stop Time	-	-	-	04:45:30 PM	04:45:36 PM	04:45:42 PM
Possible Points	4.00	3.00	1.00	1.00	1.00	1.00
Average Points	3.33	2.33	1.00	0.67	1.00	0.67
Average %	83%	78%	100%	67%	100%	67%

Name	Student ID	Clicker ID	Total	Perform	Partic	Question 1	Question 2	Question 3
Lincoln, Abe	alincoln	#852B0FA1	3.00	2.00	1.00	0.00	1.00	1.00
Roosevelt, Frank	froosevelt	#86A3D8FD	4.00	3.00	1.00	1.00	1.00	1.00
Washington, George	gWASHINGTON	#8F63ED01	3.00	2.00	1.00	1.00	1.00	0.00

The session summary report gives a more detailed view of a session, including information about students in the course and in the session. Information for each question in the session is also available. Click on the question tabs in the reports (or question hyperlinks) to see specific information for the question.

Session 2- Summary

Course 101

Generated: 01/22/2016 12:46:47

Number of Students in Course	9
Number of Students in Session	3
Total Questions	3
Questions Deleted	0

Legend
 (NR) = No response
 AP = Anonymous Polling
 Average % = Based only on students who responded to this question

Color coding applies if a correct answer is selected
Bold Red = incorrect
 Black = correct

				Session Scores			Question Results		
				Total	Perform	Partic	Question 1	Question 2	Question 3
Number of Responses				-	-	-	3	3	3
Start Time				-	-	-	04:45:24 PM	04:45:33 PM	04:45:38 PM
Stop Time				-	-	-	04:45:30 PM	04:45:36 PM	04:45:42 PM
Possible Points				4.00	3.00	1.00	1.00	1.00	1.00
Average Points				3.33	2.33	1.00	0.67	1.00	0.67
Average %				83%	78%	100%	67%	100%	67%
Name	Student ID	Clicker ID		Total	Perform	Partic	Question 1	Question 2	Question 3
Lincoln, Abe	alincoln	#852B0FA1		3.00	2.00	1.00	0.00	1.00	1.00
Roosevelt, Frank	froosevelt	#86A3D8FD		4.00	3.00	1.00	1.00	1.00	1.00
Washington, George	gWASHINGTON	#8F63ED01		3.00	2.00	1.00	1.00	1.00	0.00

HTML report example. Note: the question tabs and question hyperlinks are present, just as they are in Excel reports.

3.3 Session Summary Report - Question View

The screenshot shows an Excel spreadsheet titled "Session_Report_Session_2_1.21.16.xlsx". The spreadsheet displays the following information:

- Question Details:**
 - Session 2 - Question 1
 - Course 101
 - Generated: 01/21/2016 17:09:28
 - Multiple Choice
- Summary Table:**

Correct Answer	A
Possible Points	1.00
Average Points	0.67
Average %	67%
Total Responses	3
Missing Responses	0
- Legend:**
 - (NR) = No response
 - Average % = Based only on students who responded to this question
 - Color coding applies if a correct answer is selected**
 - Bold Red** = incorrect
 - Black = correct
- Bar Chart:** A bar chart titled "Question 1" showing the distribution of responses. The y-axis represents the percentage of responses (0% to 100%). The x-axis lists options A, B, C, D, and E.

Option	Percentage	Count
A	67%	(2)
B	33%	(1)
C	0%	(0)
D	0%	(0)
E	0%	(0)
- Student Responses Table:**

Name	Response
Lincoln, Abe	B
Roosevelt, Frank	A
Washington, George	A

The question tab shows detailed information about a specific question in a session. It shows how each student answered; incorrect answers appear in red in the response column. A screen capture of the instructor's desktop during polling is shown, as well as the results cart for the question.

3.4 Student Summary Report

Student Summary
Course 101
Generated: 01/21/2016 17:09:29

Number of Sessions: 3
Number of Students in Course: 9

OVERALL TOTALS

	Total	Performance	Participation
Possible Points:	12	9	3
Class Average Points:	9.67 (81%)	6.67 (74%)	3.00 (100%)

Name	Student ID	Clicker ID	Totals			Session			
			Student %	Total	Perform.	Partic.	Session 4 - 1/21/16	Session 3 - 1/21/16	Session 2 - 1/21/16
Carter, Jimmy	jcarter		0%	0.00	0.00	0.00	Ab	Ab	Ab
Kennedy, John	jkennedy		0%	0.00	0.00	0.00	Ab	Ab	Ab
Lincoln, Abe	alincoln	#852B0FA1	75%	9.00	6.00	3.00	3.00	3.00	3.00
Nixon, Richard	rnixon		0%	0.00	0.00	0.00	Ab	Ab	Ab
Reagan, Ronald	rreagan		0%	0.00	0.00	0.00	Ab	Ab	Ab
Roosevelt, Frank	frroosevelt	#86A3D8FD	75%	9.00	6.00	3.00	2.00	3.00	4.00
Washington, George	gwashingt	#8F63ED01	92%	11.00	8.00	3.00	3.00	5.00	3.00
Possible Points			-	12.00	9.00	3.00	3.00	5.00	4.00
Average Points			-	9.67	6.67	3.00	2.67	3.67	3.33
Average %			-	81%	74%	100%	89%	73%	83%

The student summary report gives a more in-depth view for each student in the class. It shows the student's percentage, performance points, participation points and the number of points received for each session. A red Ab indicates the student was absent (did not answer any clicker questions in class for the session).

Delete a session

*Using **i>clicker** you can easily delete a session and all of the results. You may find it necessary to delete a session for a variety of reasons. For example, perhaps you were learning how to use **i>clicker** and created a sample session, or you accidentally started a session in a class.*

1. Select a course and open the gradebook.
2. Choose View to display the Session Details window.

The top screenshot shows a gradebook table with the following data:

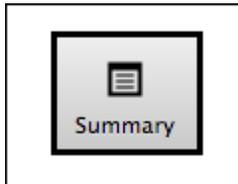
Name	Course Average	Course Total	Performance Total	Participation Total	Session 1 5/27/14
					View
Possible Points		10.00	10.00	0.00	10.00
Average Points		8.29	8.29	0.00	8.29
Average %		82.9%	82.9%	0%	82.9%
#45dd3931	90%	9.00	9.00	0.00	9.00
Fritz, Kathryn	70%	7.00	7.00	0.00	7.00
Granger, Branden	80%	8.00	8.00	0.00	8.00

The bottom screenshot shows the 'Session Details Window' for 'Question 1'. The question is a Multiple Choice question with the correct answer 'B'. The response table is as follows:

✓	Response	Vote %	Votes	Points
<input type="checkbox"/>	A	0%	0	0.00
<input checked="" type="checkbox"/>	B	100%	2	1.00
<input type="checkbox"/>	C	0%	0	0.00
<input type="checkbox"/>	D	0%	0	0.00
<input type="checkbox"/>	E	0%	0	0.00

Session Details Window

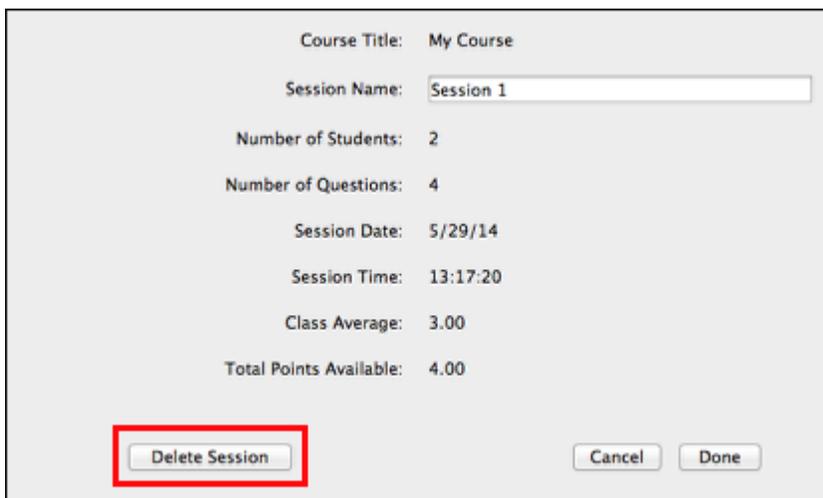
3. Select the Summary option.



Select the **Summary** option that appears in the upper, left corner of the **Session Details** window (shown in Step 2).

4. Choose to delete the session.

IMPORTANT: Verify that the correct session is shown in the **Session Summary** window. Then, choose to delete the session and all of the student results data. This process cannot be reversed.



Update or delete a student record

*Within the **i>clicker** gradebook, you can edit clicker assignments for a student and delete student records.*

***NOTE:** If you notice that a student name or ID is incorrect, you cannot change it in the gradebook. Depending on how you [prepared the roster](#), you need to update that information in your LMS or in the roster.txt file.*

1. Select a course and open the gradebook.
2. Select (double-click) a student name to view the Student Details window.

The screenshot shows the i>clicker interface with a gradebook table and a Student Details window. The gradebook table has columns for Name, Course Average, and Course Total. The Student Details window shows information for Student ID: bg0421, First Name: Branden, Last Name: Granger, and Email: . It also has a section for Registered i>clicker IDs with a text input field containing 86DD7922 and buttons for Add, Remove, Delete Student, Cancel, and Save.

Name	Course Average	Course Total
Possible Points		10.0
Average Points		8.29
Average %		82.9%
#45dd3931	90%	9.0
Fritz, Kathryn	70%	7.0
Granger, Branden	80%	8.0
Hernandez, Nina	85%	8.5
Hornsby, Diana	75%	7.5
Choo, Patrick	80%	8.0
Smith, Lisa	100%	10.0

3. Update the student record as needed.

Use the options in the **Student Details** window to add/remove clicker IDs for a student. If a student drops your class and you want to purge that student and all of the session results from the gradebook, choose the **Delete Student** option.

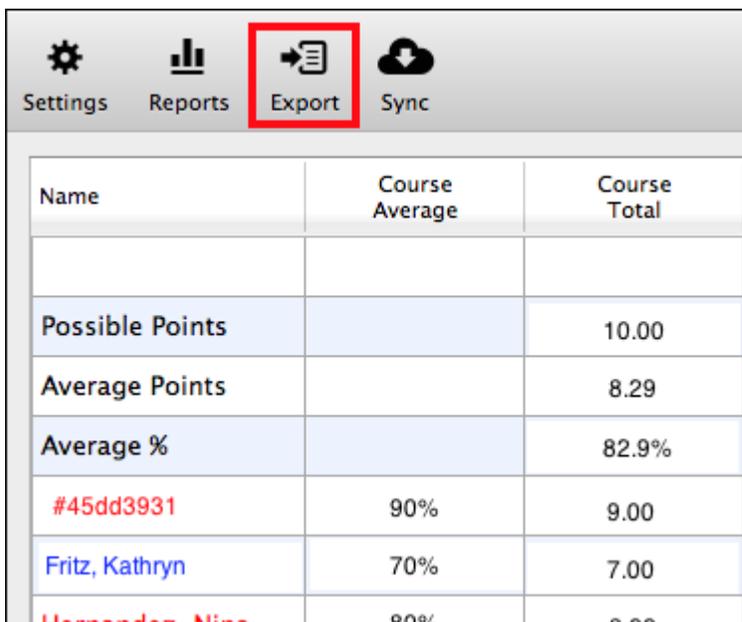
TIP: If you notice an error with the student name or ID, you must change that

information in the roster.txt file or the learning management system, and then choose to [sync the gradebook](#).

Export polling results

Exporting the student polling results creates a comma-separated values (.csv) file that can be opened by a spreadsheet program or imported into another program such as a learning management system (LMS).

1. Open the course gradebook and choose the Export option.



The screenshot shows a user interface for a course gradebook. At the top, there is a navigation bar with four icons: a gear for 'Settings', a bar chart for 'Reports', a document with an arrow for 'Export' (which is highlighted with a red box), and a cloud with a download arrow for 'Sync'. Below the navigation bar is a table with three columns: 'Name', 'Course Average', and 'Course Total'. The table contains several rows, including summary statistics and individual student data.

Name	Course Average	Course Total
Possible Points		10.00
Average Points		8.29
Average %		82.9%
#45dd3931	90%	9.00
Fritz, Kathryn	70%	7.00
Hernandez, Nina	80%	8.00

2. Choose the session(s) to export.

Select session(s) to export.

File Format: General

Session Title	Date
<input type="checkbox"/> Session 6	June 30, 2014, 2:56 PM
<input type="checkbox"/> Session 5	June 30, 2014, 2:56 PM
<input type="checkbox"/> Session 4	June 30, 2014, 2:56 PM
<input type="checkbox"/> Session 3	June 30, 2014, 2:56 PM
<input type="checkbox"/> Session 2	June 30, 2014, 2:56 PM
<input type="checkbox"/> Session 1	June 30, 2014, 2:56 PM

After selecting the session(s), select **Next** to continue the process.

Note: if you would like to export your session data for use with your LMS, please check to make sure you have selected your LMS from the Gradebook tab of Settings. The selected LMS will appear next to "File Format" (as shown above). For example, if you choose Blackboard as your LMS in Settings, Blackboard will be listed as the file format in the export window.

3. Set the export options and then choose to export the results.

Customize your exported data.

Selected Session(s)

Each session is a separate entry

Aggregate sessions together as a single entry

Points Exported

Total points

Performance points only

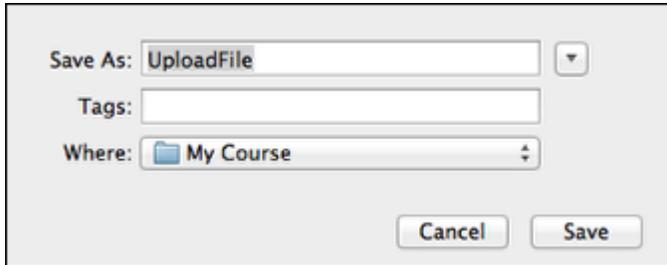
Participation points only

Both performance points and participation points as separate entries

If you selected more than one session, you can export each session as a separate entry or aggregate the sessions together. The latter option is useful if you want to record one cumulative entry for all of the selected sessions.

Choose how you want to export the points earned by each student. For example, export the total points earned or just the performance points.

4. Specify a filename and location for the file then choose to save.



A screenshot of a save dialog box. It features three input fields: 'Save As:' with the text 'UploadFile' and a dropdown arrow, 'Tags:' which is empty, and 'Where:' with a folder icon and the text 'My Course' and a double-headed arrow. At the bottom right, there are two buttons: 'Cancel' and 'Save'.

Sync your grades and roster with an LMS

The **Sync** options allow you to download your roster from your learning management system (LMS) and upload student results.

IMPORTANT: Refer to the www.iclicker.com website for detailed instructions for your specific LMS.



The screenshot shows a navigation bar with icons for Settings, Reports, Export, Sync Roster, and Sync Scores. The Sync Roster and Sync Scores buttons are highlighted with a red box. Below the navigation bar is a table with the following data:

Name	Course Average	Course Total	Performance Total	Participation Total	Lecture 5 6/18/14
					View
Possible Points		3.00	3.00	0.00	2.00
Average Points		0.38	0.38	0.00	0.38
Average %		13%	13%	0%	19%

If you are set up to use i>clicker with an LMS, the gradebook shows two synchronization buttons--**Sync Roster** and **Sync Scores**. The **Sync Roster** option allows you to download your roster from your LMS into the gradebook. Choose **Sync Scores** to upload polling results from the gradebook to your LMS.

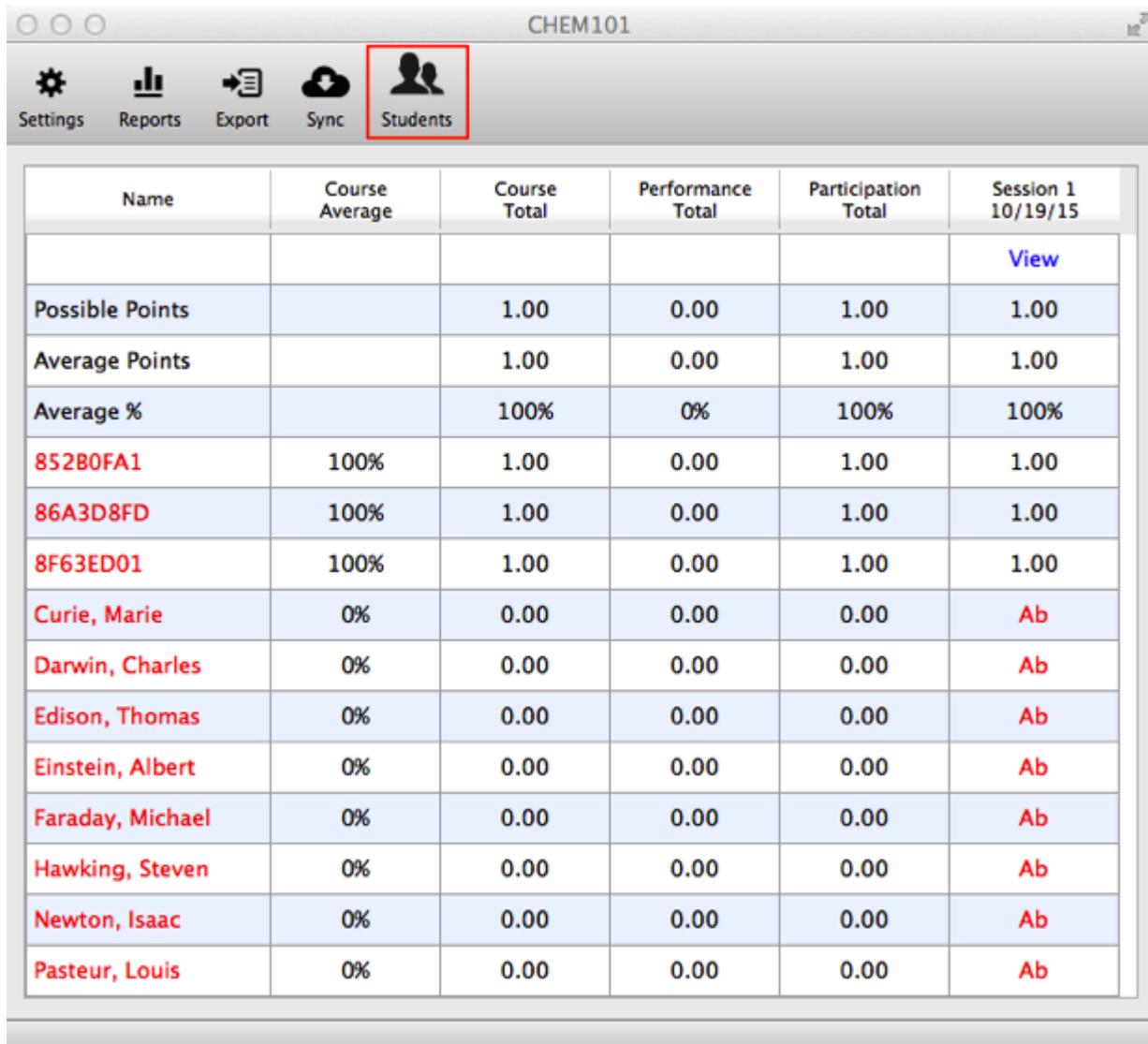
Note: the **Sync Roster** and **Sync Scores** icons are available only if your i>clicker Resources folder contains the necessary file for integrating with your LMS.

When you click **Sync Roster**, i>clicker will communicate with your LMS to find and pull your roster from the LMS into the i>clicker gradebook. If you have not saved your LMS credentials, you will be prompted to enter your credentials.

When you click **Sync Scores**, i>clicker will communicate with your LMS to upload i>clicker polling data into your LMS gradebook. If you have not saved your LMS credentials, you will be prompted to enter your credentials.

View and Export Unregistered Students

1. Click the Student icon in gradebook

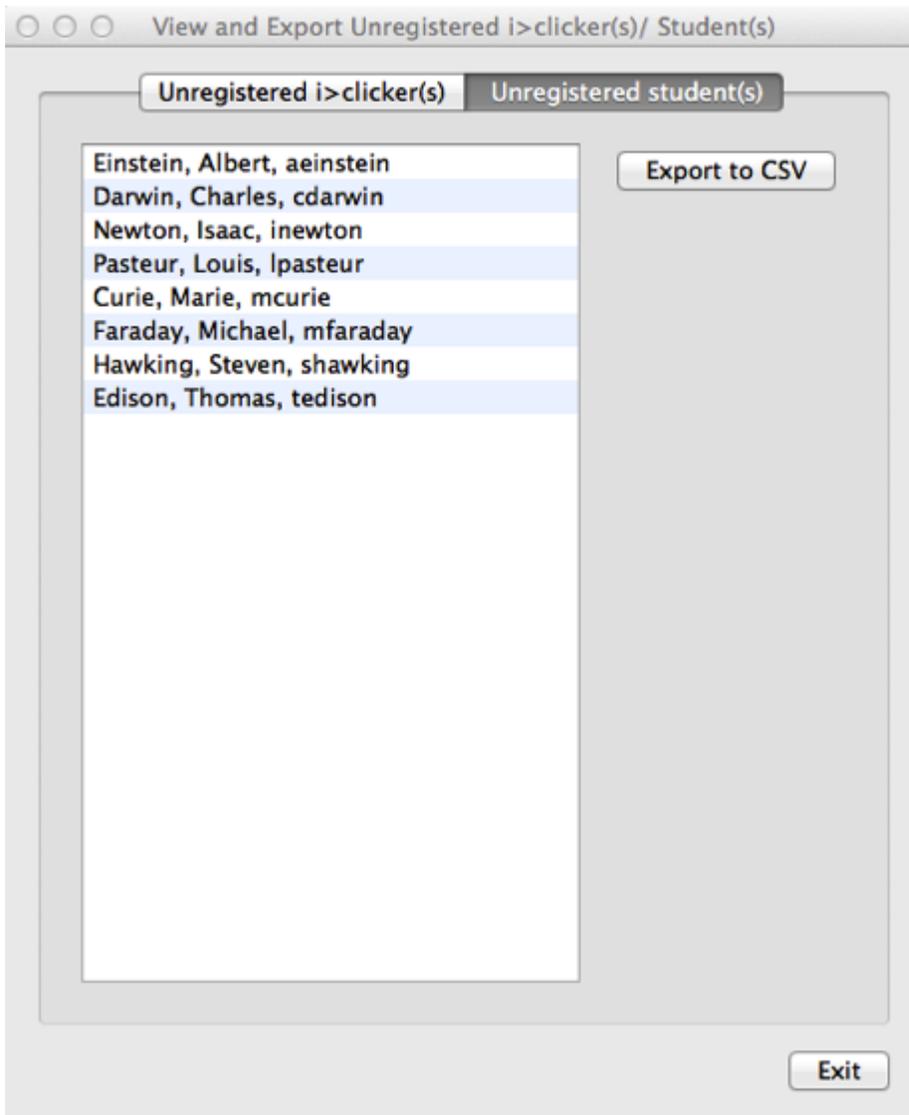


The screenshot shows a gradebook interface for CHEM101. The top navigation bar includes icons for Settings, Reports, Export, Sync, and Students. The Students icon is highlighted with a red box. Below the navigation bar is a table with the following columns: Name, Course Average, Course Total, Performance Total, Participation Total, and Session 1 10/19/15. The table lists various students and their scores, with a 'View' link in the Session 1 column.

Name	Course Average	Course Total	Performance Total	Participation Total	Session 1 10/19/15
					View
Possible Points		1.00	0.00	1.00	1.00
Average Points		1.00	0.00	1.00	1.00
Average %		100%	0%	100%	100%
852B0FA1	100%	1.00	0.00	1.00	1.00
86A3D8FD	100%	1.00	0.00	1.00	1.00
8F63ED01	100%	1.00	0.00	1.00	1.00
Curie, Marie	0%	0.00	0.00	0.00	Ab
Darwin, Charles	0%	0.00	0.00	0.00	Ab
Edison, Thomas	0%	0.00	0.00	0.00	Ab
Einstein, Albert	0%	0.00	0.00	0.00	Ab
Faraday, Michael	0%	0.00	0.00	0.00	Ab
Hawking, Steven	0%	0.00	0.00	0.00	Ab
Newton, Isaac	0%	0.00	0.00	0.00	Ab
Pasteur, Louis	0%	0.00	0.00	0.00	Ab

2. View Unregistered Students

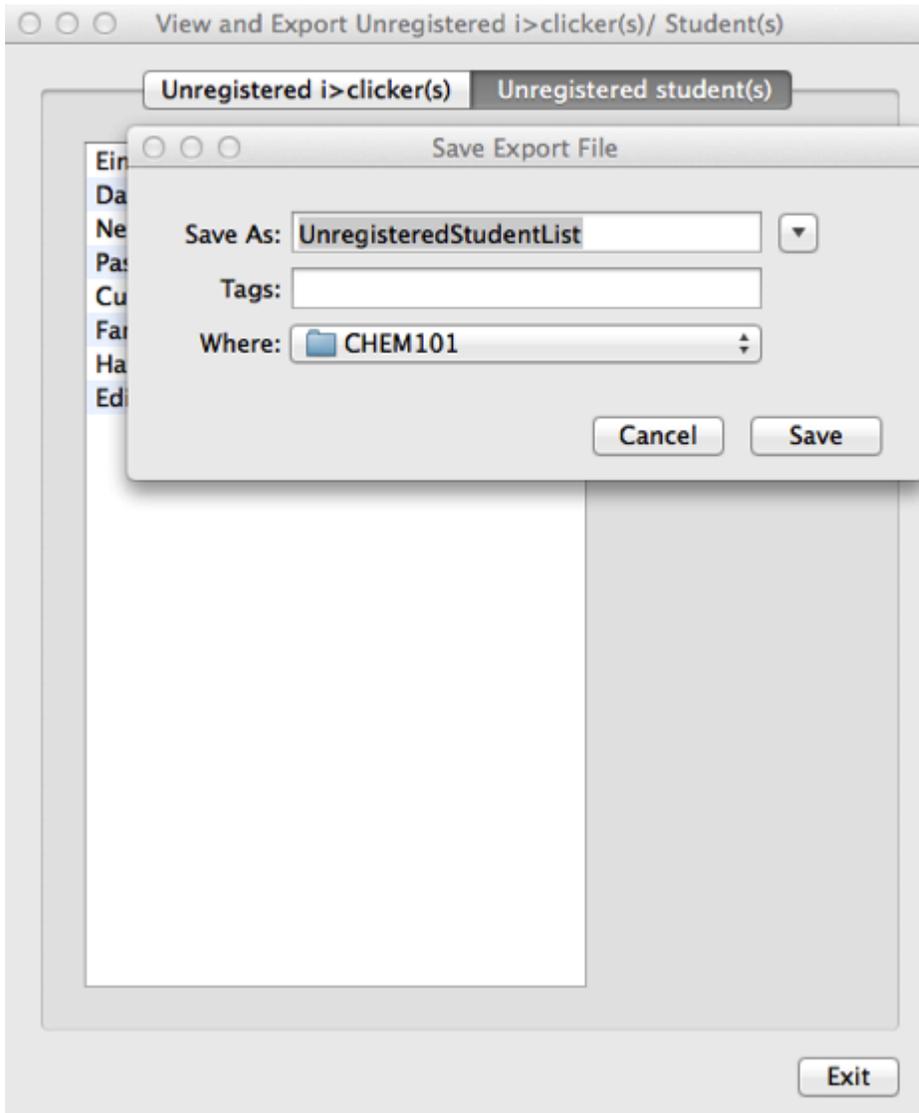
Click the Unregistered student(s) tab to view a list of all unregistered students in your roster.



3. Click Export to CSV

4. Save the Unregistered Student List

You can save the unregistered student list as a CSV file.



View and Export Unregistered Remotes

With i>clicker 7.4.5, you can view and export unregistered students and clickers from gradebook.

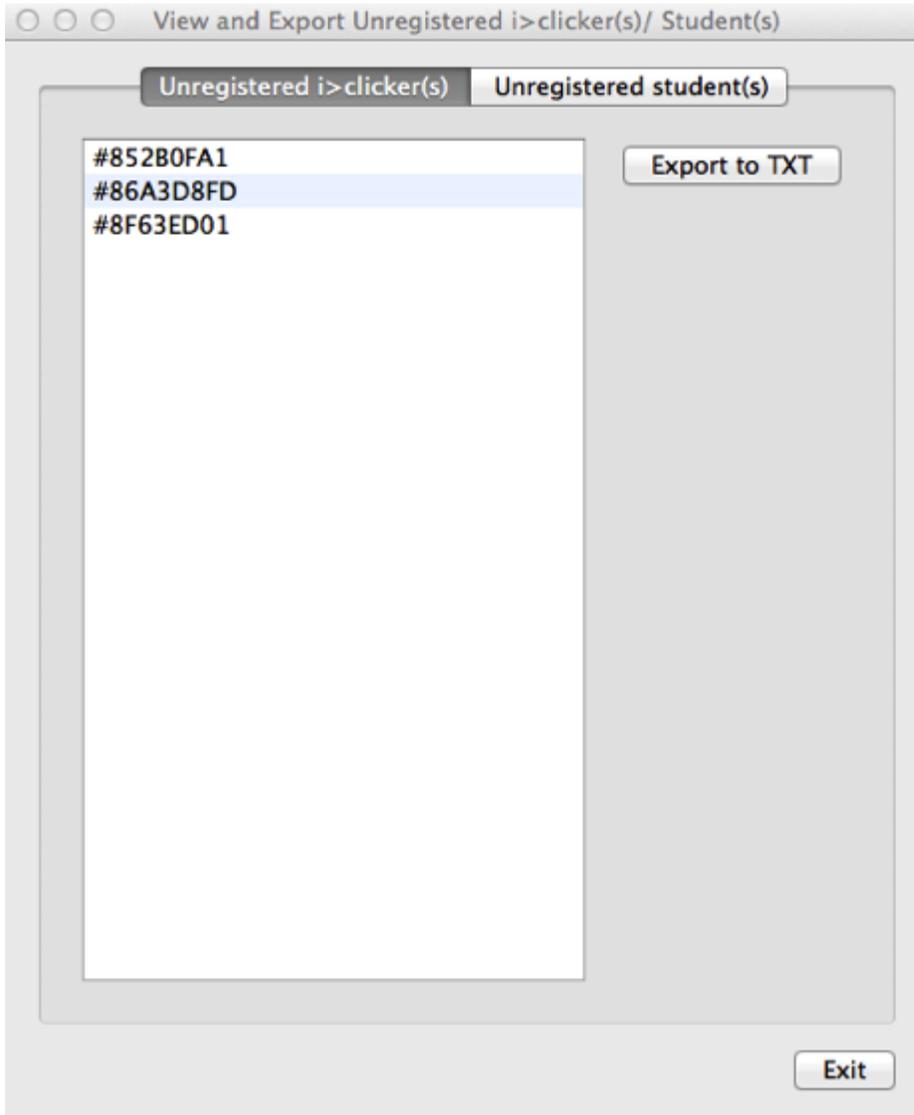
1. Click the Students icon in gradebook

CHEM101

Settings Reports Export Sync **Students**

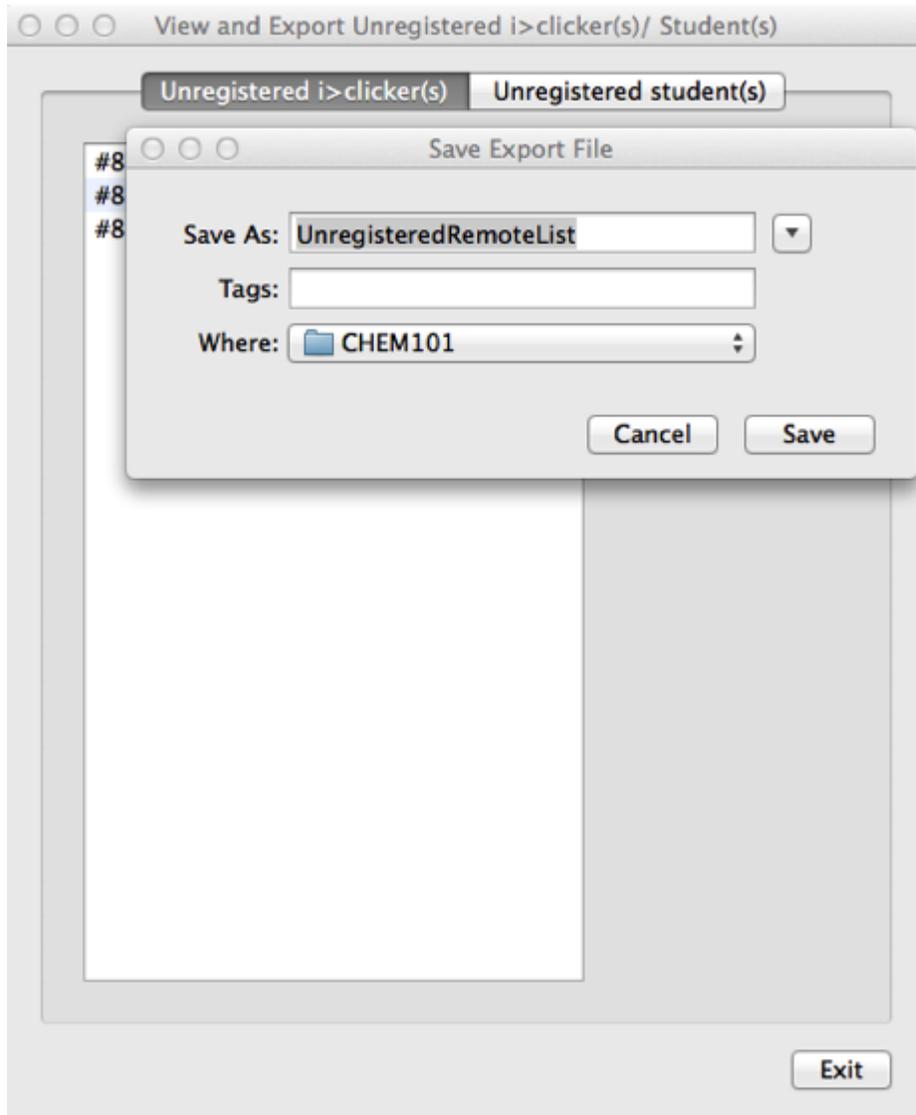
Name	Course Average	Course Total	Performance Total	Participation Total	Session 1 10/19/15
					View
Possible Points		1.00	0.00	1.00	1.00
Average Points		1.00	0.00	1.00	1.00
Average %		100%	0%	100%	100%
852B0FA1	100%	1.00	0.00	1.00	1.00
86A3D8FD	100%	1.00	0.00	1.00	1.00
8F63ED01	100%	1.00	0.00	1.00	1.00
Curie, Marie	0%	0.00	0.00	0.00	Ab
Darwin, Charles	0%	0.00	0.00	0.00	Ab
Edison, Thomas	0%	0.00	0.00	0.00	Ab
Einstein, Albert	0%	0.00	0.00	0.00	Ab
Faraday, Michael	0%	0.00	0.00	0.00	Ab
Hawking, Steven	0%	0.00	0.00	0.00	Ab
Newton, Isaac	0%	0.00	0.00	0.00	Ab
Pasteur, Louis	0%	0.00	0.00	0.00	Ab

2. View the Unregistered Clickers



3. Export the list by clicking "Export to TXT"

4. Save the file



Self-Paced Polling (SPP)

Overview

The self-paced polling option in i>clicker is a simple way to allow students to answer polling questions (up to 99 questions) at their own pace. For example, you could distribute a paper quiz and allow students to answer the quiz questions using their remotes. The following are some additional examples of when you might use self-paced polling:

Course evaluations: Pass out your course evaluation questionnaires and start a self-paced polling session. Students can answer the evaluation questions with their remotes and you will receive immediate course feedback.

Lab questions: Create questions that students answer with their remotes during lab. You will be able to track student progress on the lab assignment and tell whether or not students are grasping the concepts.

Low-Stakes quizzing: Create a quiz before class and have your students answer the quiz questions with their remotes. You can grade your quiz in i>grader after class or create an answer key before class and have the quiz graded in real-time.

When using self-paced polling, you have the option to create an answer key before class or grade after class in the gradebook. You may find it easiest to start a self-paced polling session without an answer key and grade after class. Try using self-paced polling with and without an answer key and see which you prefer.

 **TIP:** When using self-paced polling, require that your students write their answers on a sheet of paper that is turned in. This paper will serve as a record of their answers in case students dispute the accuracy of the remotes.

Create an Answer Key

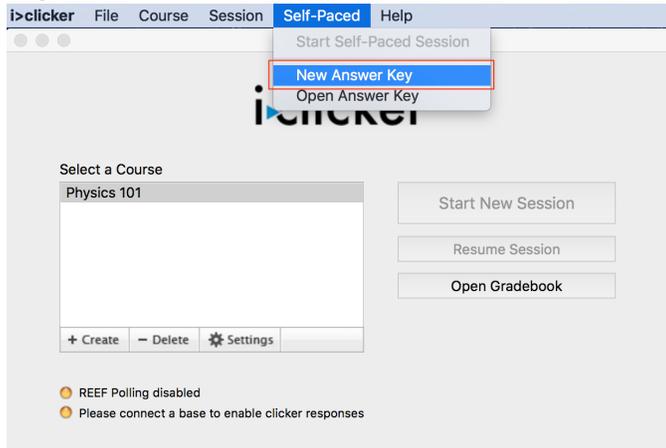
You have the option of creating a self-paced polling answer key prior to your class. Creating an answer key will allow for self-paced polling results to be graded in real-time.

 **TIP:** You may find it faster and easier to start a self-paced polling session without an answer key and grade later using

i>grader.

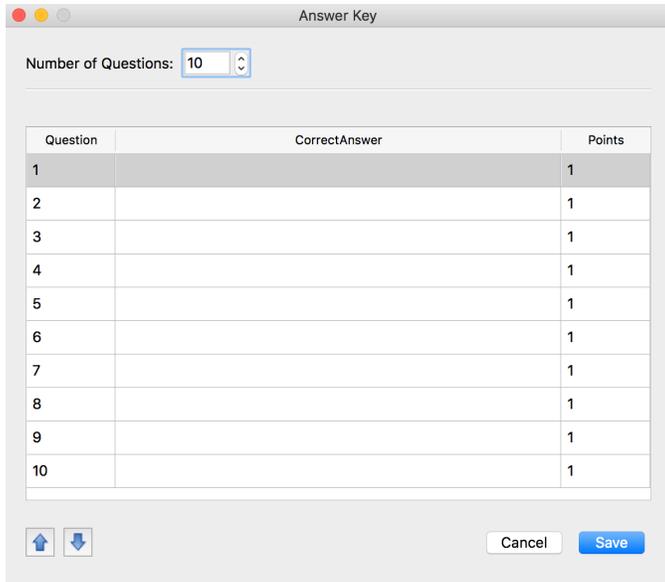
To create a self-paced polling answer key:

1. From the i>clicker home window, select the **Self-paced Polling** menu option and choose **New Answer Key**.



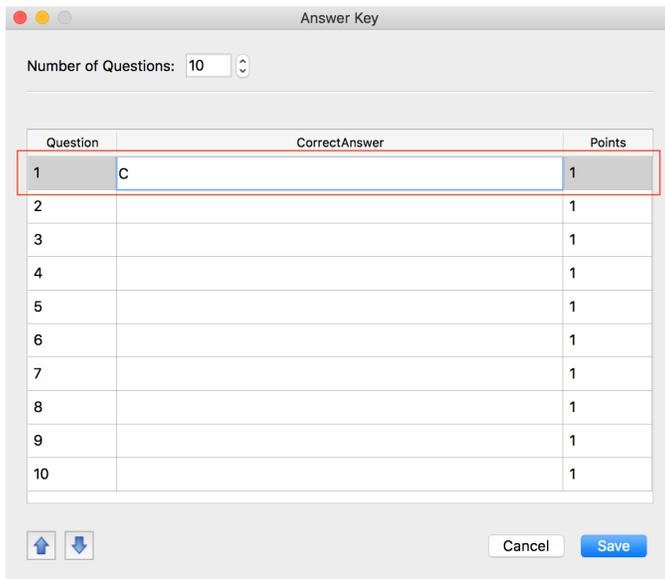
SPP New Answer Key Menu Option

2. The *Answer Key* window appears. At the *Number of Questions* field, click the **Up** or **Down** arrows to select the number of questions on your quiz or survey. The table adjusts to show the number of questions you have selected.



New Answer Key Window

3. Click row 1 in the *Correct Answer* column and enter your answer. Answers can be A-E, numeric, or alphanumeric. You do not have to select the question type for your answer. Answers are not case sensitive.



Answer key showing C as correct answer for question 1

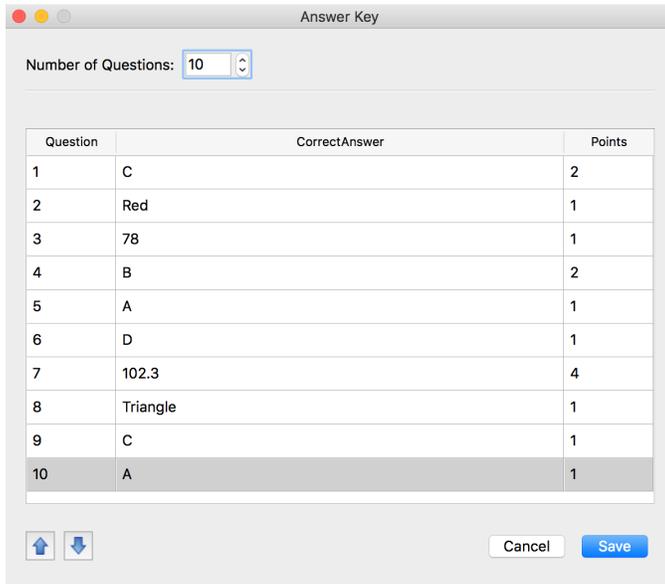
4. By default, the number of points for each question matches the number of points for a correct answer that you set in *My Settings* (default setting is 1). You can change the number of points for each question on your answer key by clicking in the **Points** column and changing the number of points. Only the question that you have selected will be affected.

The screenshot shows a window titled "Answer Key" with a "Number of Questions" dropdown set to 10. Below is a table with three columns: "Question", "CorrectAnswer", and "Points". The first row is highlighted, showing "1" in the "Question" column, "C" in the "CorrectAnswer" column, and "2" in the "Points" column. The "Points" cell for question 1 is highlighted with a red box. The other rows show "2" through "10" in the "Question" column and "1" in the "Points" column. At the bottom, there are "Cancel" and "Save" buttons, and two arrow buttons.

Question	CorrectAnswer	Points
1	C	2
2		1
3		1
4		1
5		1
6		1
7		1
8		1
9		1
10		1

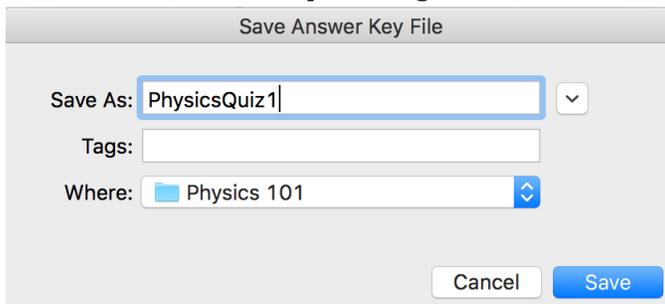
Answer Key showing 2 points for question 1

5. Continue adding your answers to complete the answer key.



Example of a complete answer key

- Click any number in the *Question* column to select that question. When a question is selected (blue), you can click the **Up** and **Down** buttons below the *Question* column to re-order the questions.
- When your answer key is complete, click **Save**. A *Save As* window appears. Enter a filename for your answer key (e.g., **Physics Quiz 1**) and click **Save**. The file is saved in your class folder.



Answer key Save window

- You are now ready to run your self-paced polling session.

To edit an answer key:

1. From the *i>clicker Home Page*, select the **Self-Paced Polling** menu option and choose **Open Answer Key**.
2. From the *Open File* window, select the **answer key** that you want to edit. The answer key will be in your class folder unless you saved it in a different location.
3. Click **Open**.
4. Modify the answer key and click **Save** to save your changes.

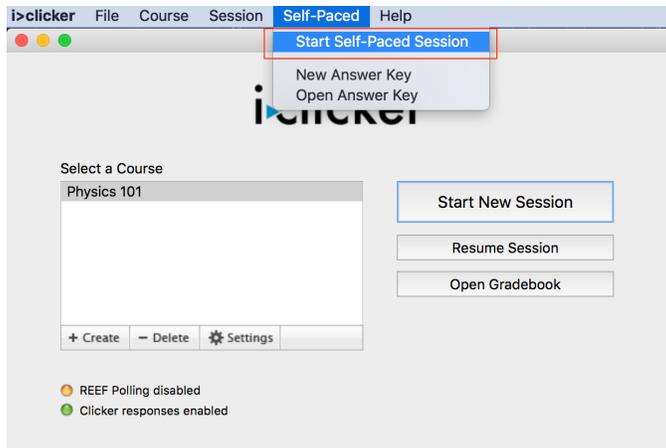
Use SPP with an Answer Key

Before starting a self-paced polling session, make sure that you have distributed the quiz or survey that includes the questions for your student to answer. If you wish to use an answer key, you must create the answer key before starting your self-paced polling session. To learn more about creating an answer key see [Creating an Answer Key](#). Make sure your i>clicker base station is connected.

 **IMPORTANT:** Self-paced polling sessions cannot be resumed. Please plan enough time for students to finish the self-paced polling session during class time.

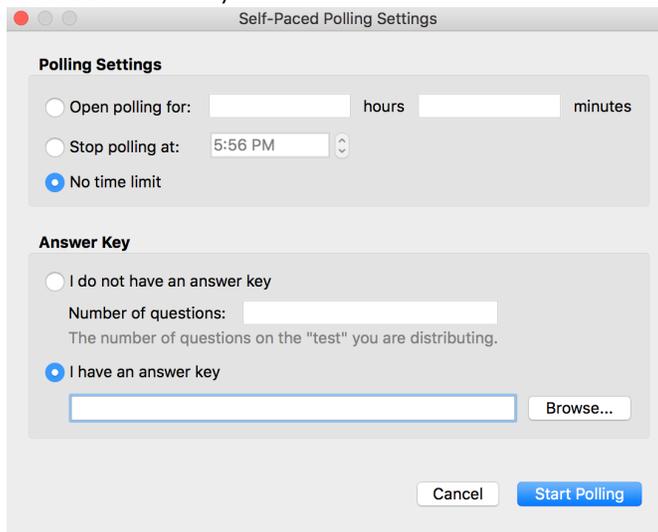
To start a SPP session with an answer key:

1. From the *i>clicker Home Page*, select the **Self-Paced Polling** menu option and choose **Start Self-Paced Session**.



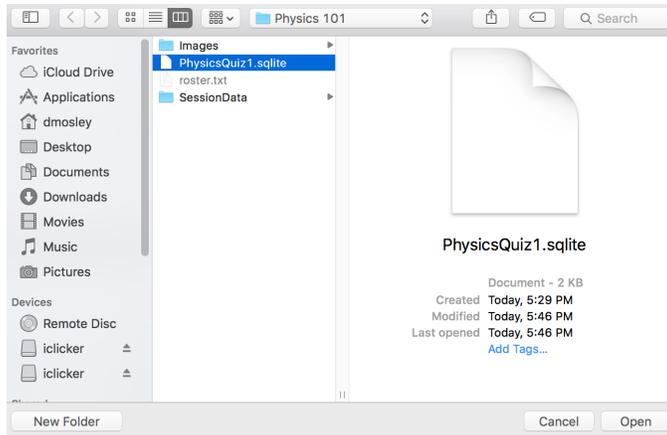
Start SPP Session

- The *Self-Paced Polling Settings* window appears. Under *Polling Settings*, choose how long the self-paced polling session should remain open. Select **No time limit** if you want to stop the session manually.



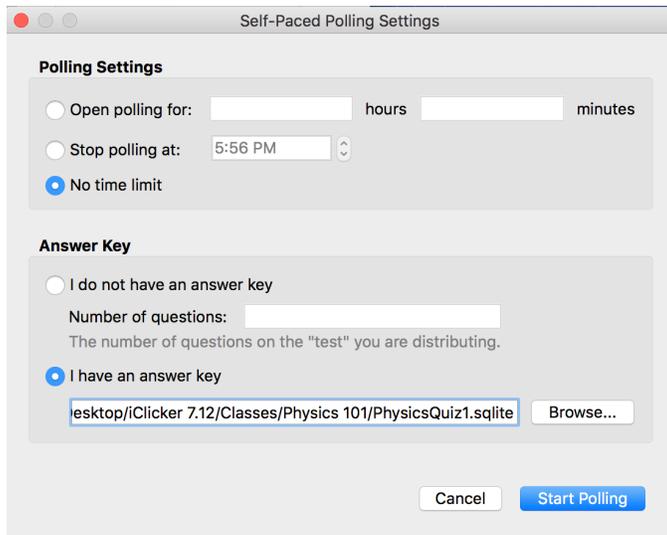
SPP Settings Window

- Under *Answer Key*, select **I have an answer key** and click **Browse**.
- The *Select Answer Key* window appears. Double-click your **class folder** and select the answer key you wish to open. Click **Open**.



Open Answer Key

- The answer key filename and path appear in the answer key field. Click **Start Polling**.



Answer Key selected

- The self-paced polling session begins and the self-paced toolbar appears. Students can begin answering questions as soon as the self-paced polling session begins. Refer to the *Self-Paced Polling Student User Guide* for instructions on how to answer self-paced polling questions using the i>clicker2 remotes.



SPP Toolbar

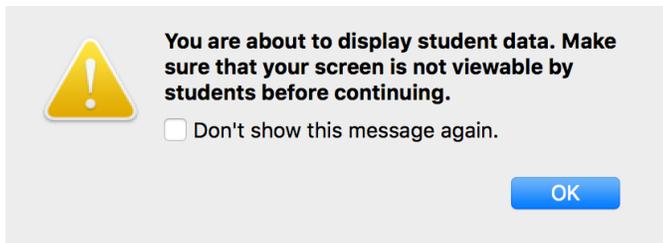
7. To review real-time student progress, click the **Progress Chart**  icon on the toolbar.
8. Click the **Stop** button or allow time to run out (count-down sessions only) to end the session.

Viewing the SPP Progress Chart

The Self-Paced Polling Progress Chart allows you to see your students' progress on self-paced polling sessions in real-time. Using the progress chart, you can view each student's username, name, percent complete, and score (requires an answer key). You can also view your overall class percent complete and class average (requires an answer key).

To view the Self-Paced Polling Progress Chart:

1. On the *Self-Paced Polling Toolbar*, click the **Progress Chart**  button.
2. A warning message appears indicating that the progress chart should not be displayed for students to view as it contains student data. Click OK to dismiss the warning message.



Progress Chart warning message

3. The progress chart appears.

Student ID	Student Name	Score	Complete
dmosley	Mosley, Diana	10%	10%
ktreadway	Treadway, Krissy	0%	10%
dsod	Sod, Dianne	10%	10%
sray	Ray, Steven	0%	10%

Class Average: 5% Average Complete: 10%

[Close](#)

SPP Progress window with student votes

- Click the **Close** button or the **Progress Chart** button to close the progress chart.

 **NOTE:** You must use a current student roster in order for you students' username and name to appear correctly on the progress chart. To create a roster see [Create a Course Roster](#).

Use SPP Without an Answer Key

The self-paced polling option in i>clicker is a simple way to allow students to answer polling questions at their own pace. To learn more about self-paced polling see the [Self-Paced Polling Overview](#). Before starting a self-paced polling session, make sure that you have distributed the quiz or survey that includes the questions for your student to answer. If you wish to use an answer key, you must create the answer key before starting your self-paced polling session. To learn more about creating and using answer key see [Creating an Answer Key](#) and [Using Self-Paced Polling With an Answer Key](#).

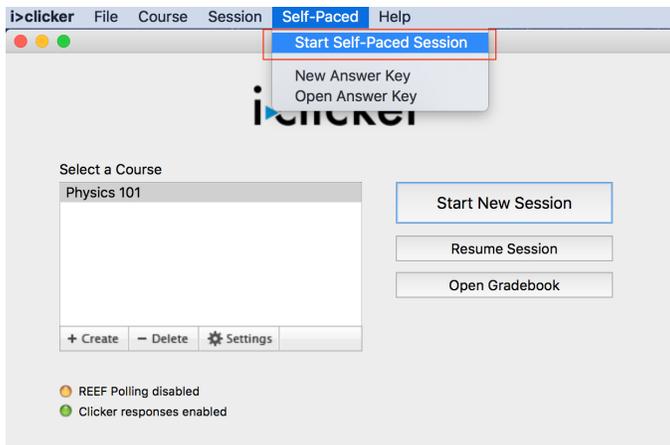
 **IMPORTANT:** Self-paced polling sessions cannot be resumed. Please plan enough time for students to finish the self-paced polling session during class time.

To start a self-paced polling session without an answer key:

 **TIP:** When you start a self-paced polling session without an answer key you will need to do your grading in **gradebook**

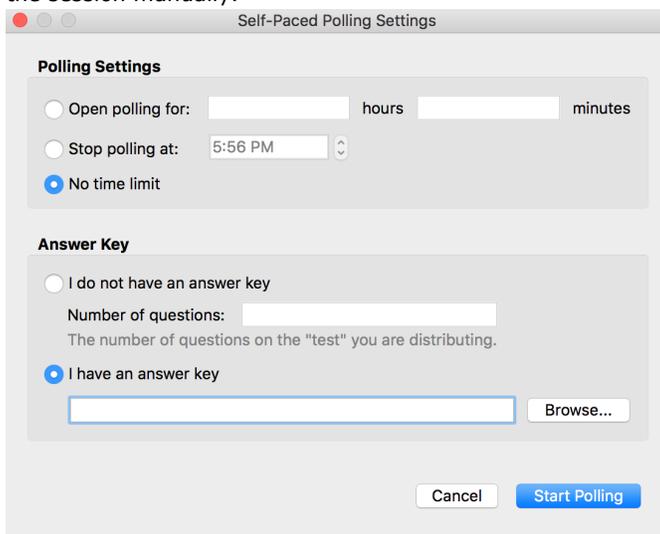
after the session is complete. Self-paced polling without an answer key is a fast and easy way to conduct a self-paced polling session because it requires no pre-work. Simply start the self-paced polling session and then grade the session in **gradebook** the same way you grade other clicker sessions.

1. From the *i>clicker Home* page, select the **Self-Paced Polling** menu option and choose **Start Self-Paced Session**.



Start SPP Session

2. The *Self-Paced Polling Settings* window appears. Under *Polling Settings*, choose how long the self-paced polling session should remain open. Select **No time limit** if you want to stop the session manually.



SPP Settings Window

3. Under *Answer Key*, select **I do not have an answer key**.
4. Select the number of questions you will be asking.
5. Review your settings and click **Start Polling**.
6. The self-paced polling session begins and the self-paced toolbar appears. Students can begin answering questions as soon as the self-paced polling session begins. Refer to the *Self-Paced Polling Student User Guide* for instructions on how to answer self-paced polling questions using the i>clicker2 remotes.



SPP Toolbar

7. To review real-time student progress, click the **Progress Chart**  icon on the toolbar.
8. Click the **Stop** button or allow time to run out (count-down sessions only) to end the session.

Customize Your Course Settings

Update the settings for a course

The *i>clicker* system is designed to be a simple classroom response system that can be used almost immediately upon launching. However, you may choose to take a little time to customize the software to your course. Settings are course-specific. They are organized into eight tabs as shown in Step 2.

1. Select a course and choose to edit the settings.

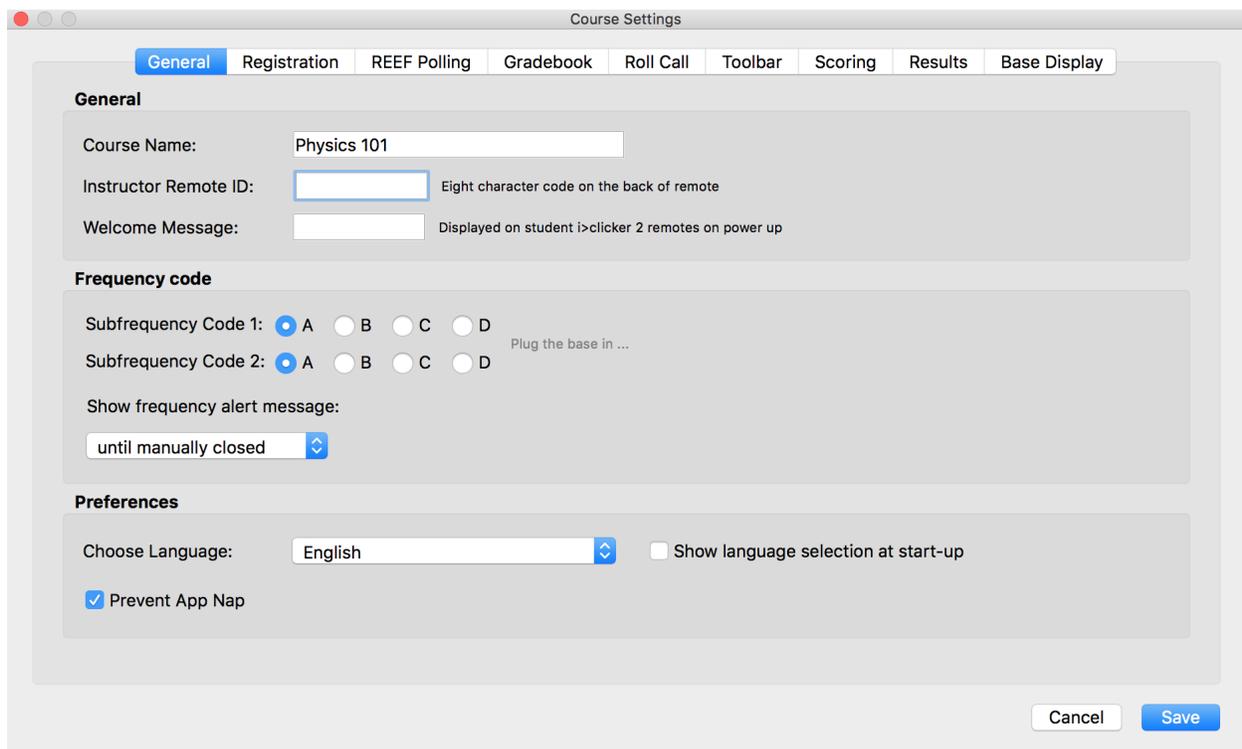


Select the **Settings** (gear) button or choose **Course Settings** from the **Course** menu to

view the course settings. Here you can review or change the setting for a specific course.

2. Update the course settings.

Use the options provided in the **Course Settings** window shown below to customize your i>clicker experience. Instructions are available for each of the tabs: **General**, **Registration**, **REEF Polling**, **Gradebook**, **Roll Call**, **Toolbar**, **Scoring**, **Results**, and **Base Display**.



The screenshot shows the 'Course Settings' window with the 'General' tab selected. The window title is 'Course Settings'. The tabs are: General, Registration, REEF Polling, Gradebook, Roll Call, Toolbar, Scoring, Results, and Base Display. The 'General' section contains the following fields and options:

- Course Name:** Physics 101
- Instructor Remote ID:** [Empty field] Eight character code on the back of remote
- Welcome Message:** [Empty field] Displayed on student i>clicker 2 remotes on power up
- Frequency code:**
 - Subfrequency Code 1: A B C D
 - Subfrequency Code 2: A B C D Plug the base in ...
 - Show frequency alert message: until manually closed
- Preferences:**
 - Choose Language: English Show language selection at start-up
 - Prevent App Nap

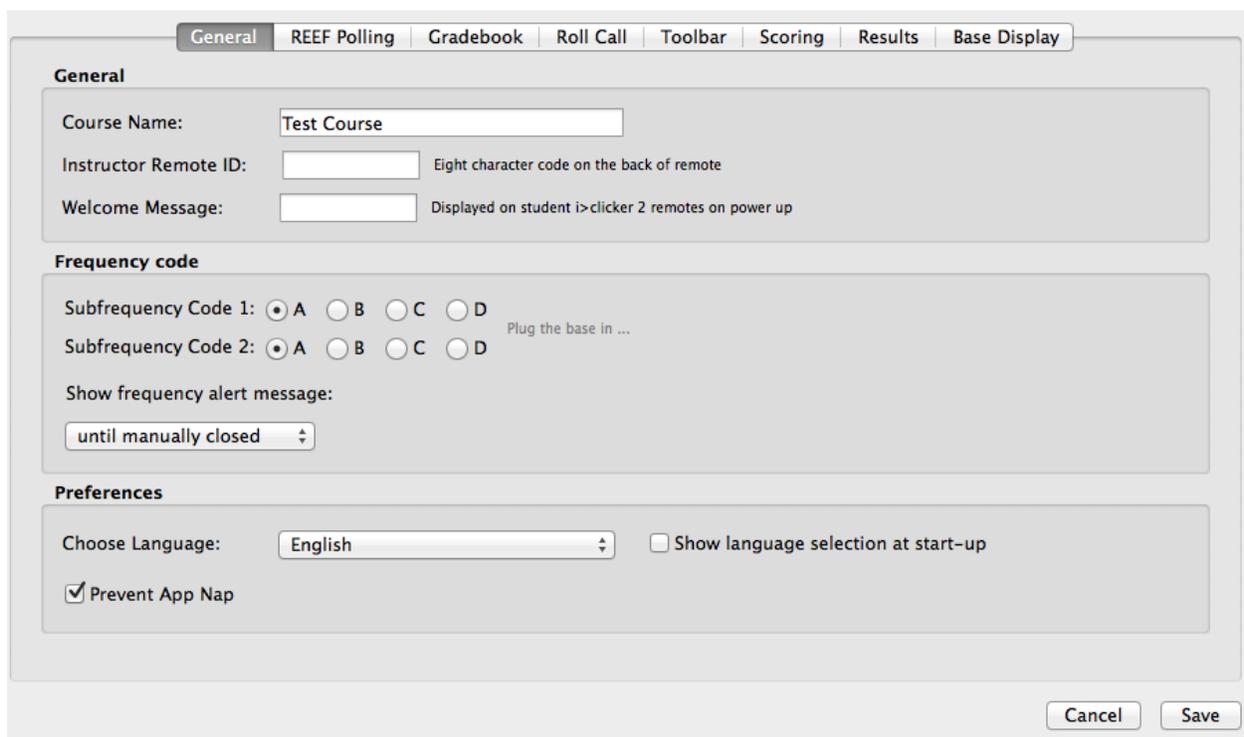
Buttons: Cancel, Save

3. Save the changes you set for a course.

General

The settings on the **General** tab allow you to edit your course name, designate an instructor remote, add a welcome message, change the frequency code, and select the default language.

1. Select the General tab in the Course Settings window.



The screenshot shows the 'General' tab of the Course Settings window. The window has a tabbed interface with 'General' selected. The 'General' section contains three text input fields: 'Course Name' (with 'Test Course' entered), 'Instructor Remote ID' (with a note 'Eight character code on the back of remote'), and 'Welcome Message' (with a note 'Displayed on student i>clicker 2 remotes on power up'). The 'Frequency code' section has two rows of radio buttons for 'Subfrequency Code 1' and 'Subfrequency Code 2', both with 'A' selected. A note 'Plug the base in ...' is next to the second row. Below this is a dropdown menu for 'Show frequency alert message' set to 'until manually closed'. The 'Preferences' section has a 'Choose Language' dropdown set to 'English' and an unchecked checkbox 'Show language selection at start-up'. There is also a checked checkbox 'Prevent App Nap'. At the bottom right are 'Cancel' and 'Save' buttons.

2. Specify the General settings for your course.

Enter or edit the general settings: course name, instructor remote ID, and welcome message. Only a course name is required. The other settings are optional.

2.1 Update the course name.

The **Course Name** field shows the name that you entered when you created your course. The program immediately saves changes to the course name upon moving the focus out of the field.

TIP: Your course name does not need to match the official course name used by your school. The **i>clicker** course name is primarily for your reference. If you use **REEF Polling**, students will see this course name to join a session.

2.2 Enter the clicker ID for the instructor remote.

The clicker ID is an 8-character alphanumeric code (e.g., 8561E331) located on the back of the clicker.

You may designate one remote as the instructor remote for your own use in class. The instructor remote [controls polling and moves between slides in your presentation software](#), allowing you freedom to move around the room while conducting **i>clicker** polling sessions.

To activate the instructor's remote, enter the clicker's remote ID in the **Instructor Remote ID** field.

2.3 Enter a welcome message.

The optional welcome message allows you to set an eight-character message that will appear on the LCD screen of your students' **i>clicker2** remotes. For example, you may choose to add your course name as the welcome message (e.g., CHEM301). Students with **i>clicker 2** remotes see the welcome message when they turn on their remotes. The welcome message is a great way to ensure that students are voting in the correct class.

3. Specify the frequency code settings.

The **i>clicker** 2-way radio frequency student response system operates on one of 16 channels in the 900-918 MHz frequency range. The default frequency channel for both the base and the student remote is **AA**. If you are the only instructor using **i>clicker**, you should not modify this frequency. However, if someone else is using **i>clicker** in close proximity, one of you must use a different channel.

TIP: If you use **i>clicker** near another instructor who is using the polling software, we recommend you set your default frequency for the entire term. If **i>clicker** is in use across your institution, you may also need to coordinate frequencies with your IT administrator. They may have already assigned channels to each classroom.

At the beginning of each session, **i>clicker** checks for base stations in close proximity using the same frequency as your setting. If a base nearby uses the same frequency, the program prompts you to change your frequency.

IMPORTANT: If the frequency is not AA, you must [instruct students to change the frequency code on their clickers](#) at the beginning of each class

3.1 Change the frequency code if there is a conflict with a nearby classroom.

The screenshot shows the 'General' settings tab of the i>clicker 7.12 software. The 'Frequency code' section is highlighted with a red box. It contains two rows of radio button options for 'Subfrequency Code 1' and 'Subfrequency Code 2', each with options A, B, C, and D. The 'Show frequency alert message' dropdown is set to 'until manually closed'. The 'Preferences' section includes a language dropdown set to 'English', a checkbox for 'Show language selection at start-up', and a checked checkbox for 'Prevent App Nap'. 'Cancel' and 'Save' buttons are at the bottom right.

Section	Field	Value / Options
General	Course Name:	Test
	Instructor Remote ID:	[Empty] Eight character code on the back of remote
	Welcome Message:	[Empty] Displayed on student i>clicker 2 remotes on power up
Frequency code	Subfrequency Code 1:	<input checked="" type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
	Subfrequency Code 2:	<input checked="" type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
Frequency code	Show frequency alert message:	until manually closed
	Preferences	Choose Language: English <input type="checkbox"/> Show language selection at start-up
Preferences	<input checked="" type="checkbox"/> Prevent App Nap	

Use the options to set a new frequency code (e.g., BB).

3.2 Set the frequency code alert message status.

The screenshot shows the 'General' tab of the i>clicker 7.12 settings. The 'Frequency code' section is highlighted with a red box. It contains two radio button options for 'Subfrequency Code 1' and 'Subfrequency Code 2', both set to 'A'. Below these is a dropdown menu for 'Show frequency alert message:' with the following options: 'until manually closed' (checked), 'for 30 seconds', 'for 15 seconds', 'for 5 seconds', and 'not at all'. To the right of this dropdown is a language selection dropdown currently showing 'English' and a checkbox for 'Show language selection at start-up'. At the bottom left of the settings area is a checked checkbox for 'Prevent App Nap'. At the bottom right are 'Cancel' and 'Save' buttons.

You may alter the length of time that the frequency alert warning appears on your screen, or you may choose to disable the warning/change alert completely (so that it never displays).

4. Select the regional settings.

Using the regional settings, you can set the default language and control whether you are asked at start-up to specify the language.

4.1 Specify the default language.

Choose the language from the pop-up menu. The list of supported languages appears in the list.

4.2 Set the option to allow you to change the language at start-up.

If enabled, i>clicker presents a window at start-up that allows you to change the language each time you run the program.

4.3 Optional App Nap Setting

New with version 7.4.2, you can choose to prevent App Nap (for Macintosh) by clicking the "Prevent App Nap" check box. In 7.4.5, this option is checked by default.

The screenshot shows the 'General' settings tab of the i>clicker application. The window has a title bar with tabs for 'General', 'REEF Polling', 'Gradebook', 'Roll Call', 'Toolbar', 'Scoring', 'Results', and 'Base Display'. The 'General' tab is active. The settings are organized into three sections: 'General', 'Frequency code', and 'Preferences'. In the 'General' section, there are text boxes for 'Course Name' (containing 'My Course'), 'Instructor Remote ID' (with a note 'Eight character code on the back of remote'), and 'Welcome Message' (with a note 'Displayed on student i>clicker 2 remotes on power up'). The 'Frequency code' section has radio buttons for 'Subfrequency Code 1' and 'Subfrequency Code 2', both set to 'A'. A note 'Plug the base in ...' is next to the second code. Below this is a dropdown menu for 'When the frequency code is not set to default value AA, show an alert message:' set to 'until manually closed'. The 'Preferences' section has a 'Choose Language:' dropdown set to 'English' and a checkbox 'Show language selection at start-up' which is unchecked. The 'Prevent App Nap' checkbox is checked and highlighted with a red box. At the bottom right are 'Cancel' and 'Save' buttons.

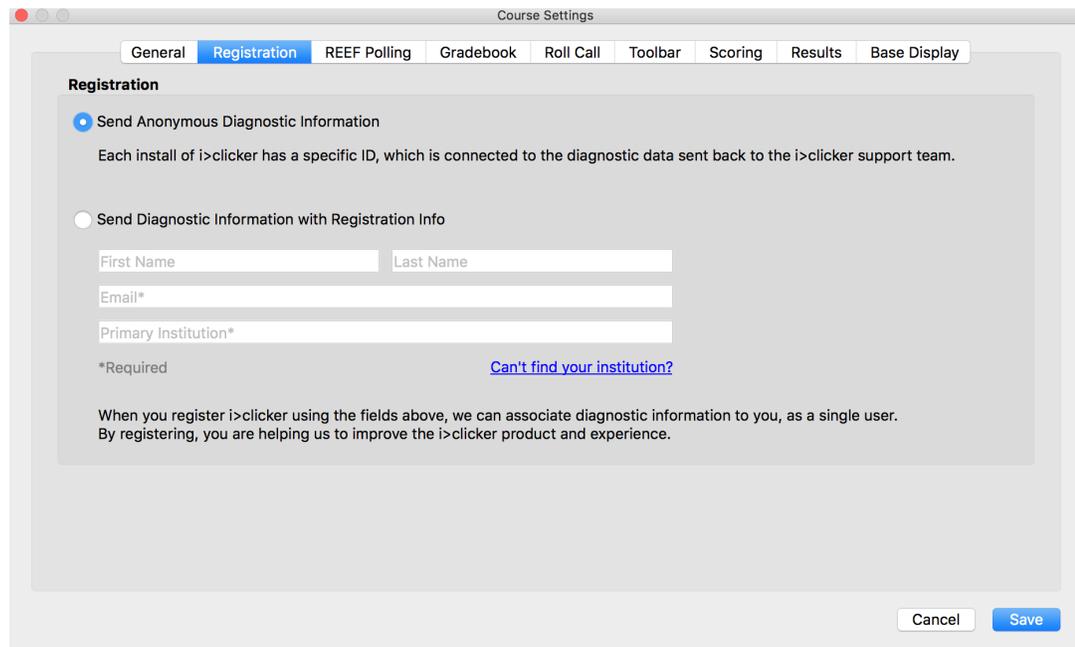
5. Select another settings tab or choose to save the updates.

Registration

The settings on the **Registration** tab allow you to edit your registration information.

1. Select the Registration tab in the Course Settings window.
2. Specify which registration type you prefer.

2.1 Anonymous Registration

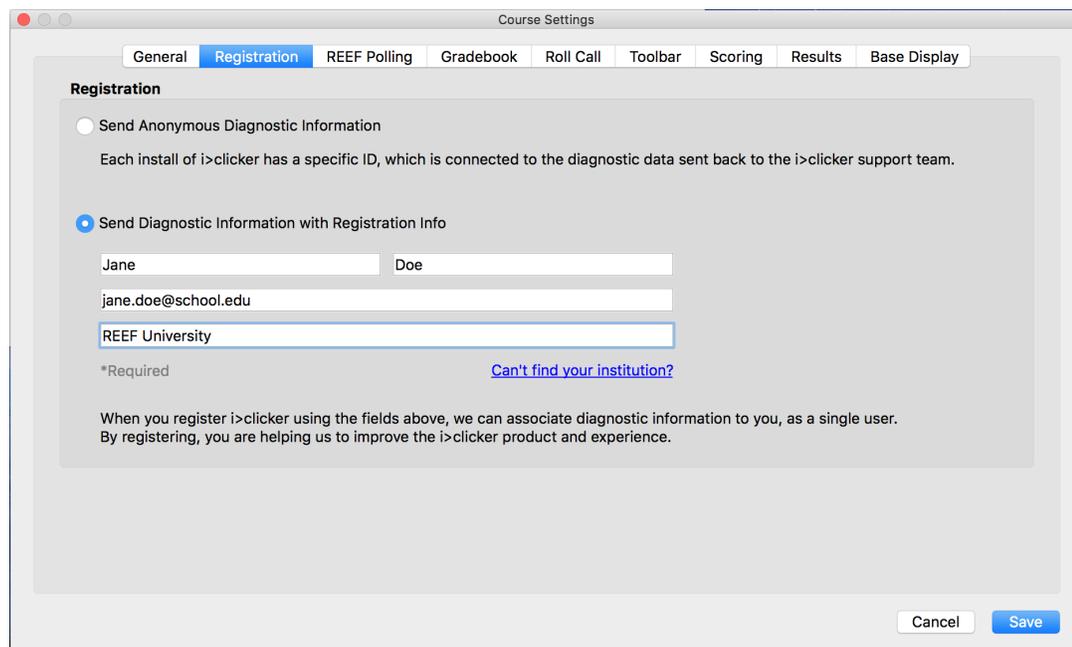


The screenshot shows the 'Course Settings' window with the 'Registration' tab selected. The 'Registration' section has two radio button options: 'Send Anonymous Diagnostic Information' (which is selected) and 'Send Diagnostic Information with Registration Info'. Below the second option are input fields for 'First Name', 'Last Name', 'Email*', and 'Primary Institution*'. A note below these fields states: '*Required' and 'Can't find your institution?'. At the bottom right of the window are 'Cancel' and 'Save' buttons.

If you chose “Remind Me Later” when starting the software, your registration is anonymous by default.

You can change these settings by selecting “Send Diagnostic information with Registration Info”.

2.2 Full Registration



The screenshot shows a window titled "Course Settings" with several tabs: General, Registration (selected), REEF Polling, Gradebook, Roll Call, Toolbar, Scoring, Results, and Base Display. The "Registration" tab is active and contains the following content:

Registration

Send Anonymous Diagnostic Information

Each install of i>clicker has a specific ID, which is connected to the diagnostic data sent back to the i>clicker support team.

Send Diagnostic Information with Registration Info

Jane Doe

jane.doe@school.edu

REEF University

*Required [Can't find your institution?](#)

When you register i>clicker using the fields above, we can associate diagnostic information to you, as a single user. By registering, you are helping us to improve the i>clicker product and experience.

Cancel Save

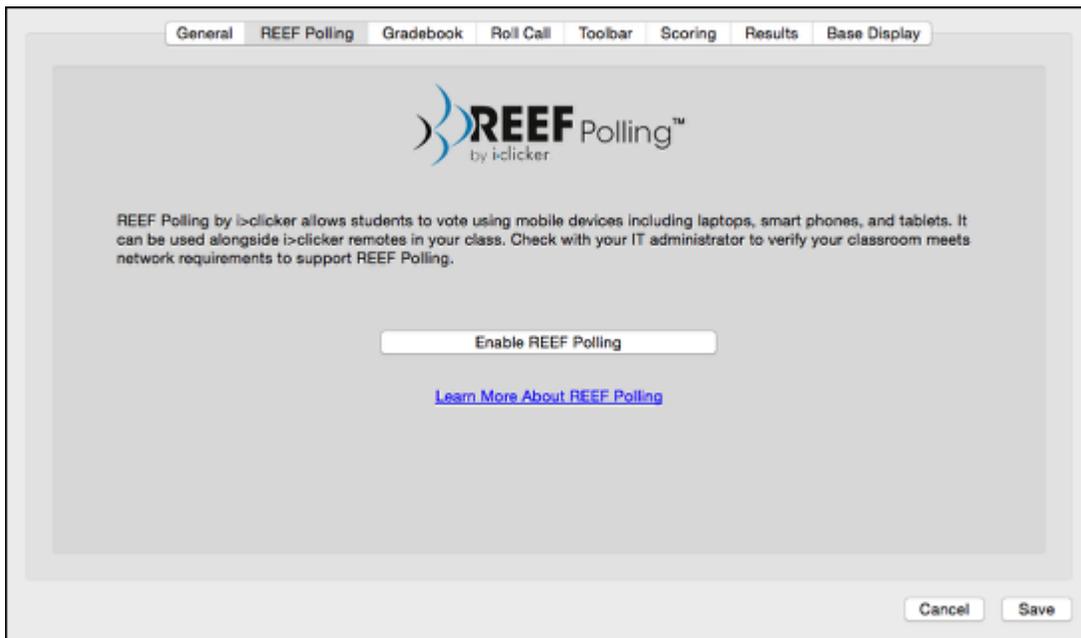
Full registration contains your name, email address and institution information. This information is present if you register when starting the application. These settings can be changed. However, please note future LMS integrations may require full registration information in order to work properly.

3. Save your registration settings.

REEF Polling

The **REEF Polling** settings allow you to enable REEF for your class. Students can then use their laptop or smartphone with the REEF app to respond to polls in your class.

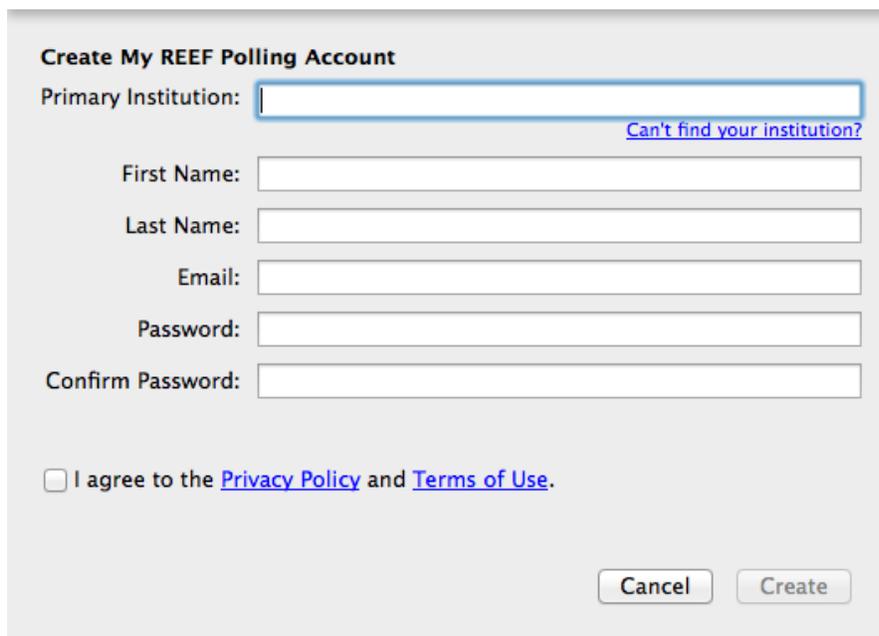
1. Select the REEF Polling tab in the Course Settings window.



When **REEF Polling** is enabled, the software allows you to start or resume a session without an attached base station. Without a base, students cannot vote using physical clickers and you cannot use an instructor remote.

2. Select the Enable REEF Polling button.

3. Choose to create a REEF instructor account. Or, log in if you already have an account.



The screenshot shows a form titled "Create My REEF Polling Account". It contains the following fields and elements:

- Primary Institution:** A text input field with a blue border. To its right is a blue link that says "Can't find your institution?".
- First Name:** A text input field.
- Last Name:** A text input field.
- Email:** A text input field.
- Password:** A text input field.
- Confirm Password:** A text input field.
- I agree to the [Privacy Policy](#) and [Terms of Use](#).
- At the bottom right, there are two buttons: "Cancel" and "Create".

- Enter your institution name. NOTE: If you cannot find your institution, please click the "Can't find your institution?" link to request your institution be added.
- Enter your first name and last name. Students will use the name entered here to find your course.
- Enter your email address.

- Enter and confirm a password.
- Check the box to agree to the Privacy Policy and Terms of Use.

4. Complete the REEF set up process by entering your course details.

Course Settings

Course Details
This is how your course will appear in REEF Polling.

Institution: REEF Education
Required [Can't find your institution?](#)

Course Name: CHEM 101
Required

Start Date: 9/26/16
Required

End Date: 3/25/17
Required

Screenshots: Allow students to view screenshots of the question when:
Required

Polling Starts Polling Ends Do not allow

Optional

Course ID:

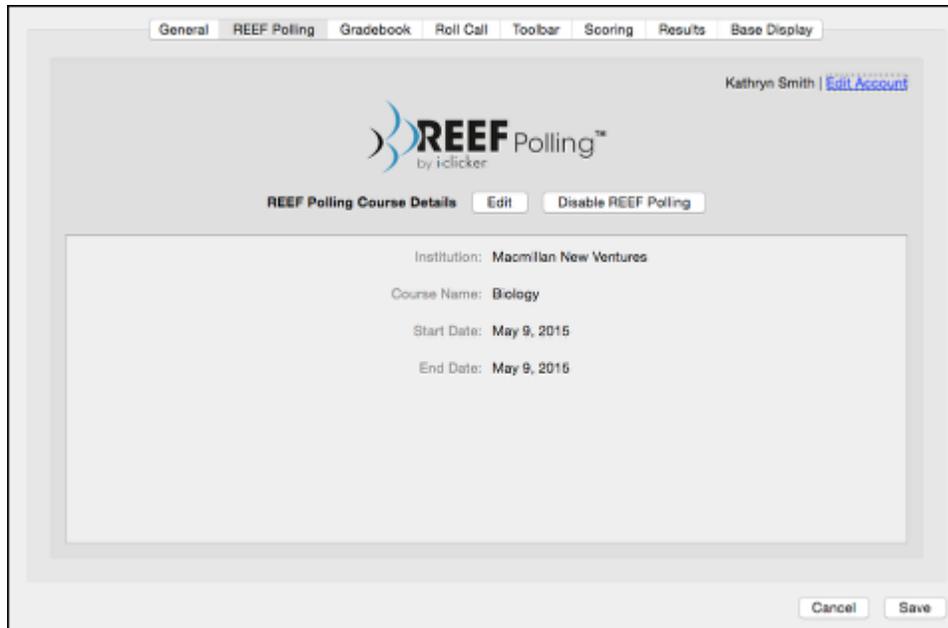
Term:

Meeting Times:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

- Enter your course name. We suggest using the same course name as your i>clicker course (from the main course window). The course name you enter here is the course name students will see when finding your course using REEF Polling.
- Select your course start and end date.
- Set the option to determine when your students will see a screen capture. By default, screen captures of your desktop are NOT sent to students. You can choose to allow screen shots to students when polling starts or when polling ends. These settings affect the entire course (rather than a particular question or session).
- Optional -- enter the course ID, term, and meeting times. The additional information makes it easier for your students to find and join your course.
- Choose to create the course.

5. Review the course details and then choose to save the settings.



If you notice an error with the course details or your account information, choose to edit the information. Once you save the settings, **REEF Polling enabled** appears on the main window.

NOTE: Choose the **Disable REEF Polling** button if you no longer plan to have students use REEF to respond to your polls.

Special considerations:

- Students need to enter their student ID *as it appears in your roster* into their REEF profiles. If students do not enter their student ID in their REEF profile, they will not show as registered in your i>clicker gradebook. They will appear as "Unknown REEF User" until they enter their student ID in REEF (and you synchronize your

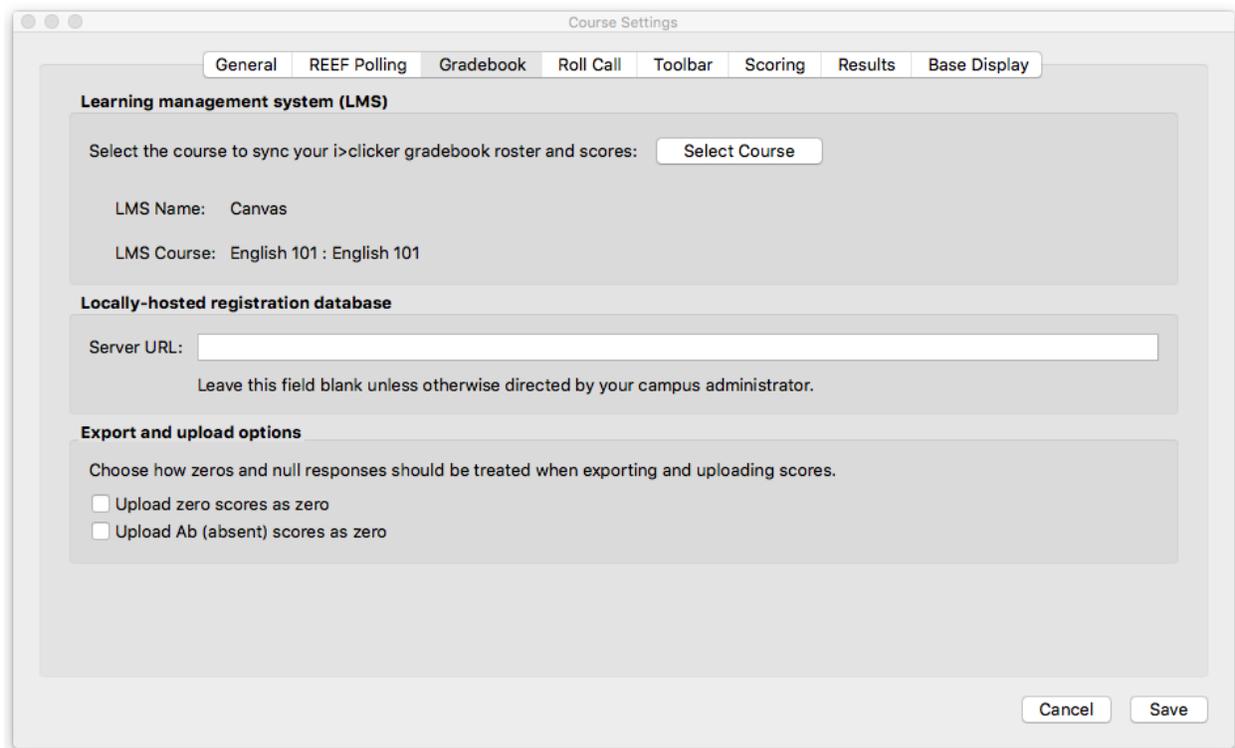
roster).

- If you resume a session in i>clicker, the session will appear as a new session to REEF students.

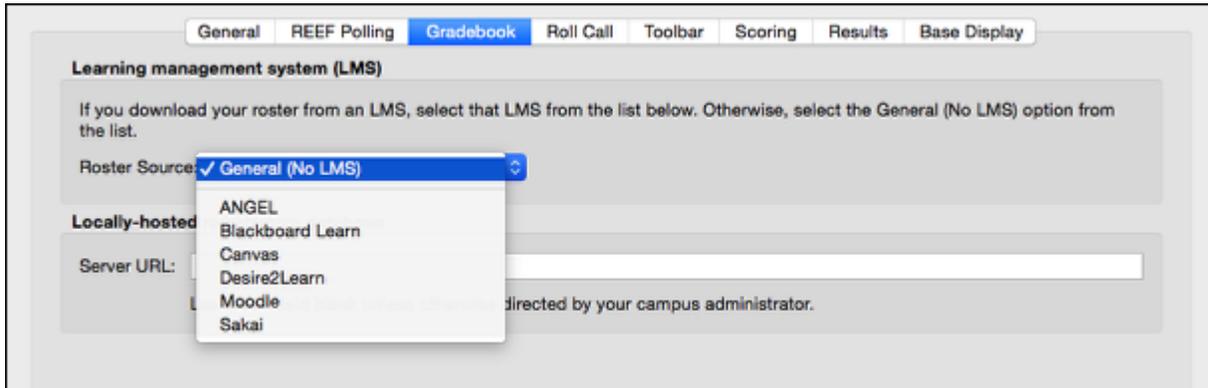
Gradebook

Use the Gradebook settings to specify the source for your student roster.

1. Select the Gradebook tab in the Course Settings window.



2. Select the roster source.



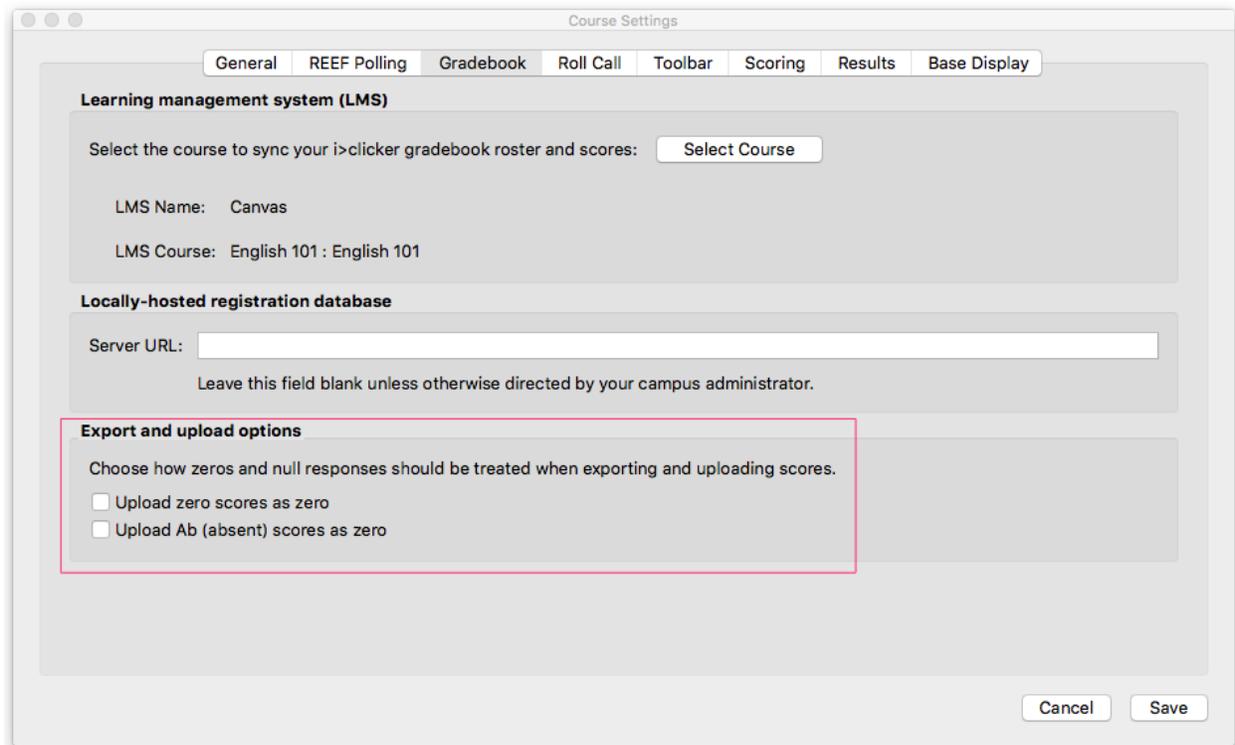
If you download your roster from a learning management system (LMS), select that LMS from the **Roster Source** menu.

Select **General (No LMS)** if you are not using a learning management system (LMS).

IMPORTANT: Refer to the www.iclicker.com website to access instructions for your specific LMS.

3. Select export and upload options (if desired).

Starting with i>clicker 7.8, you can choose how zeros and absences should be handled when exporting scores or uploading scores to your LMS via the i>clicker LMS integration. See the Export and upload options on the Gradebook tab of settings. These settings are not required; they are optional.



There are two settings available: Upload zero scores as zero and Upload Ab (absent) scores as zero.

1. **Upload zero scores as zero.** When this box is checked, all zero responses get uploaded as numeric zero to the LMS or exported as zero. Responses other than zero (such as Ab, or absent) are uploaded as null or – (depending on the default handling by the LMS).
2. **Upload Ab (absent) scores as zero.** When this box is checked, all null (Ab) responses are uploaded as zeros.

One or both of the settings can be selected. If both options are selected, all zero and Ab responses are uploaded as numeric zeros to the LMS. If neither option is selected, the default behavior remains in tact. The default handling is as follows.

Scores of (numeric) zero get exported/ uploaded as – or blank, depending on the LMS.

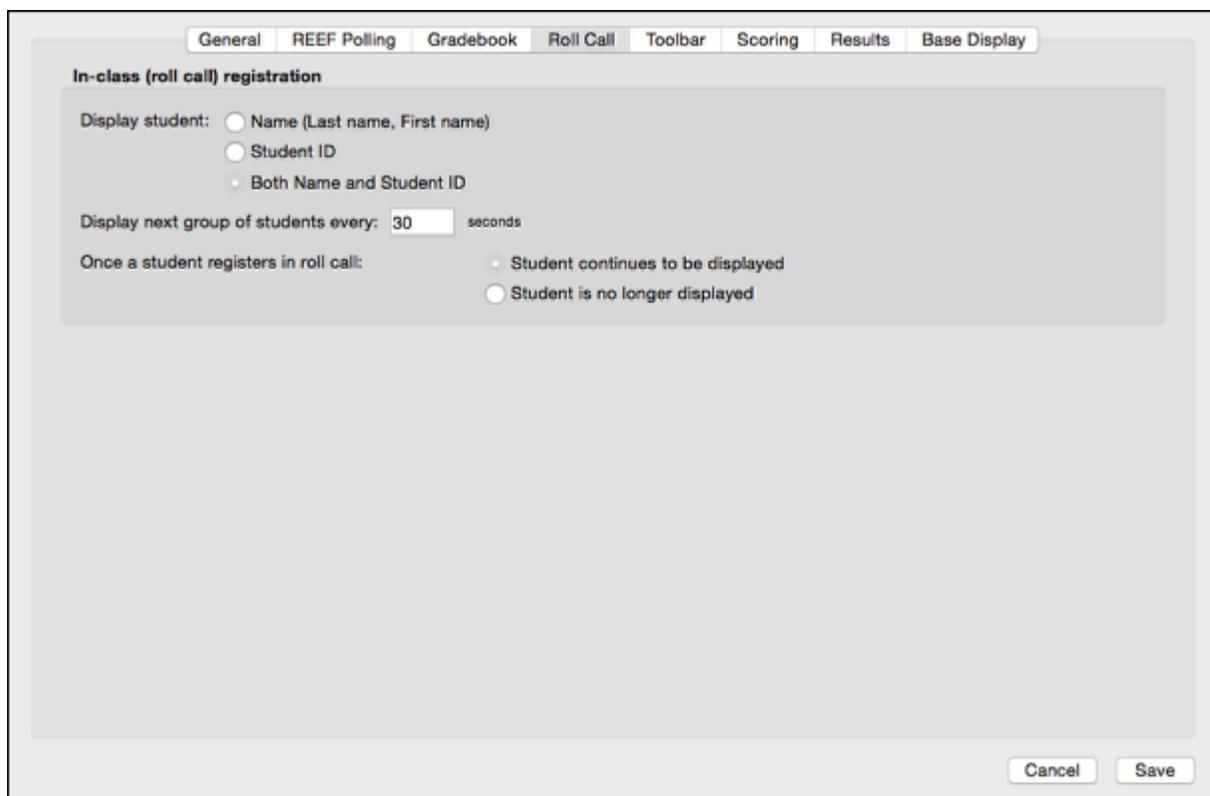
Scores of null (Absent) get exported/ uploaded as – or blank, depending on the LMS.

4. Save any changes to the Gradebook settings.

Roll Call

This setting modifies the way that student names appear on the **Roll Call** window for in-class registration. This option does not modify the format of your roster or gradebook file. See [Prepare your roster](#) for more details on registering students.

1. Select the Roll Call tab in the Course Settings window.



The screenshot shows the 'Roll Call' tab in the Course Settings window. The window has a title bar with tabs for 'General', 'REEF Polling', 'Gradebook', 'Roll Call', 'Toolbar', 'Scoring', 'Results', and 'Base Display'. The 'Roll Call' tab is selected. Below the title bar, the section is titled 'In-class (roll call) registration'. It contains three radio button options for 'Display student:': 'Name (Last name, First name)', 'Student ID', and 'Both Name and Student ID'. The 'Both Name and Student ID' option is selected. Below this is a text input field for 'Display next group of students every:' with the value '30' and the unit 'seconds'. At the bottom of the section, there are two radio button options for 'Once a student registers in roll call:': 'Student continues to be displayed' and 'Student is no longer displayed'. The 'Student continues to be displayed' option is selected. At the bottom right of the window, there are 'Cancel' and 'Save' buttons.

You can choose to display the student names and IDs in the **Roll Call** window or show both.

Depending on the size of the class (e.g., 30-40 students), all of the student names may not fit in the **Roll Call** window. If that is the case, **i>clicker** displays a new group of students after the time specified. The program cycles through the groups.

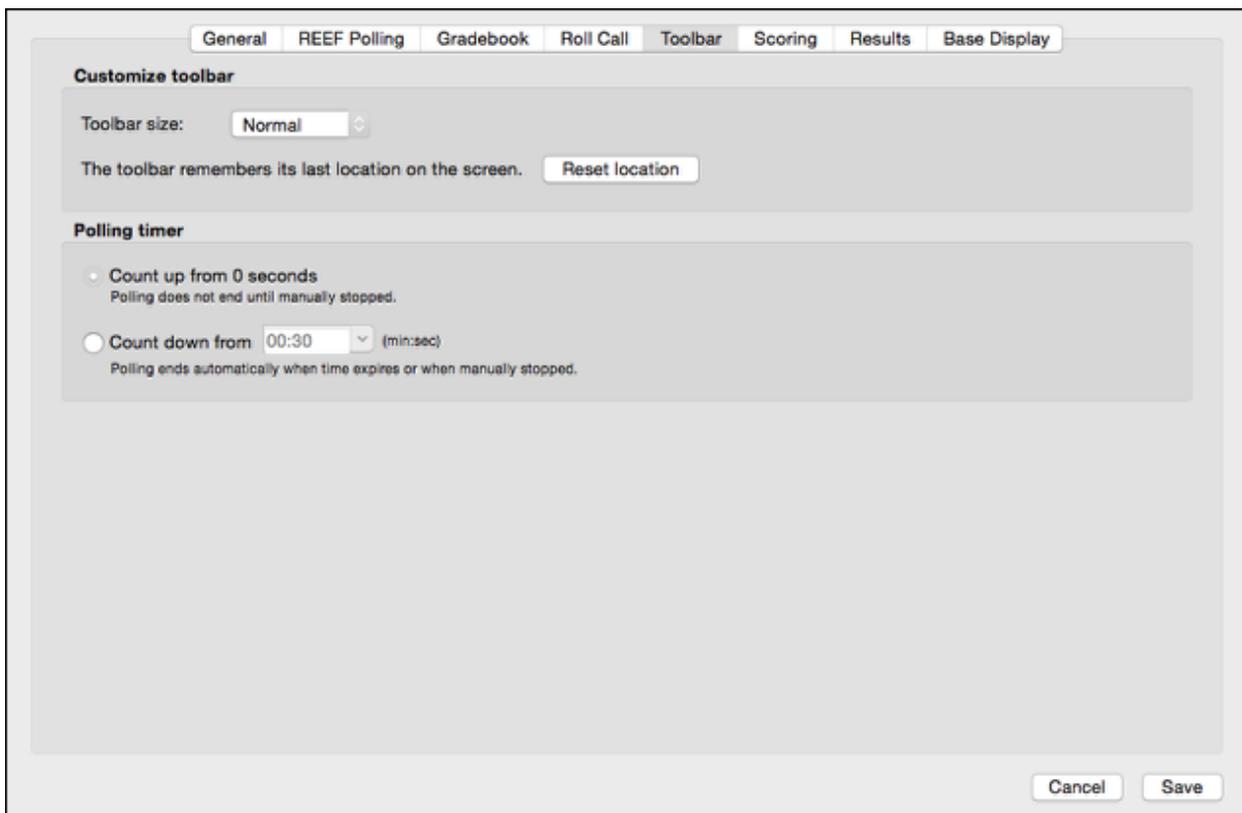
When a student successfully registers in roll call, you can choose to show the student name or hide it.

2. Update the roll call options and choose to save the settings.

Toolbar

The Toolbar settings allow you to customize the session toolbar and set the polling timer as count up or count down.

1. Select the Toolbar option in the Course Settings window.



2. Customize the polling toolbar.

The appearance of the session toolbar can be customized to meet your specific needs.

Select the toolbar size (Normal or Small) from the drop-down menu.

By default, the toolbar remembers its last location on the screen. You can set the toolbar to reset to its original location by choosing the **Reset location** button.

3. Choose a count-up or count-down timer.

When you start polling, a timer begins. The default **i>clicker** timer counts upward, beginning with zero. In the default setting, you must choose to end polling. You may choose instead to define a countdown timer. To select the count down timer, select the **Count down from** option and set the count down timer start time.

TIP: In countdown mode, the up and down buttons to the right of the timer allow you to add or subtract 15 seconds as needed. You can still stop polling by pressing the **Stop** button on the session toolbar.

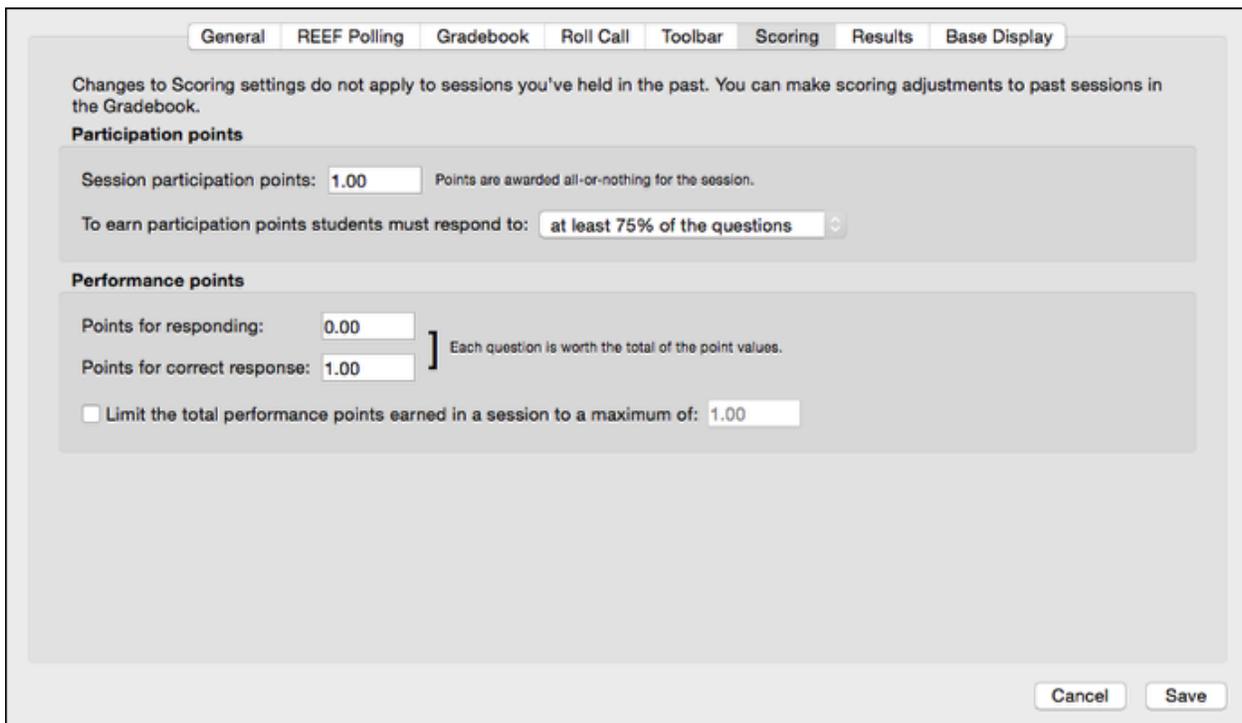
4. Save the settings to record your updates.

Scoring

The **Scoring** settings allows you to establish the point values that students earn for actively participating in class and for answering questions correctly.

IMPORTANT: Any changes made to the **Scoring** settings apply only to new polling sessions. [Make adjustments to past sessions](#) using the gradebook.

1. Select the Scoring tab in the Course Settings window.



The screenshot shows the 'Scoring' tab selected in the Course Settings window. The window has a tabbed interface with tabs for General, REEF Polling, Gradebook, Roll Call, Toolbar, Scoring, Results, and Base Display. The Scoring tab is active, displaying the following settings:

Changes to Scoring settings do not apply to sessions you've held in the past. You can make scoring adjustments to past sessions in the Gradebook.

Participation points

Session participation points: Points are awarded all-or-nothing for the session.

To earn participation points students must respond to:

Performance points

Points for responding:] Each question is worth the total of the point values.

Points for correct response:

Limit the total performance points earned in a session to a maximum of:

Buttons for 'Cancel' and 'Save' are located at the bottom right of the window.

2. Set the participation points options.

The **i>clicker** program awards participation points to students who attend and vote during lecture (encouraging student engagement). The program awards participation points by overall session activity, not by individual question.

2.1 Set the session participation points.

You can enter the number of points students earn in any given session for meeting the participation requirement, as defined by the criteria set in the next step.

2.2 Set the criteria to receive the participation points.

To earn the session participation points, students must respond to a certain percentage of questions in a session. Depending upon the total number of questions, **i>clicker** automatically calculates the minimum number of responses needed. Example: If you select the *all but one question* option and there are 10 questions in a session, a student must respond to at least 9 of the 10 questions (correctly or incorrectly) to earn the participation points.

3. Specify the performance points options.

The program awards performance points to students by question for specific answers. Students can earn performance points without earning participation points, depending on your preference.

3.1 Enter the points the student receives for responding to a question.

This option allows you to enter the default number of points students receive for any answer. These are different from participation points, in that they reward students for performance by question, whereas participation points reward students for participation by session.

3.2 Specify the points awarded for a correct response.

This field allows you to reward students for choosing the correct answer for a question. These points are earned in addition to any performance points you award for simply answering the question.

3.3 Set a limit on the total number performance points a student may earn in a session.

Limit the number of total performance points a student can earn in a single session.

Example: if maximum performance points are set at 5 points, and a 10-question session is held with each question worth 1 point, even if a student answers all 10 questions correctly, the most she can earn for that session is 5 points.

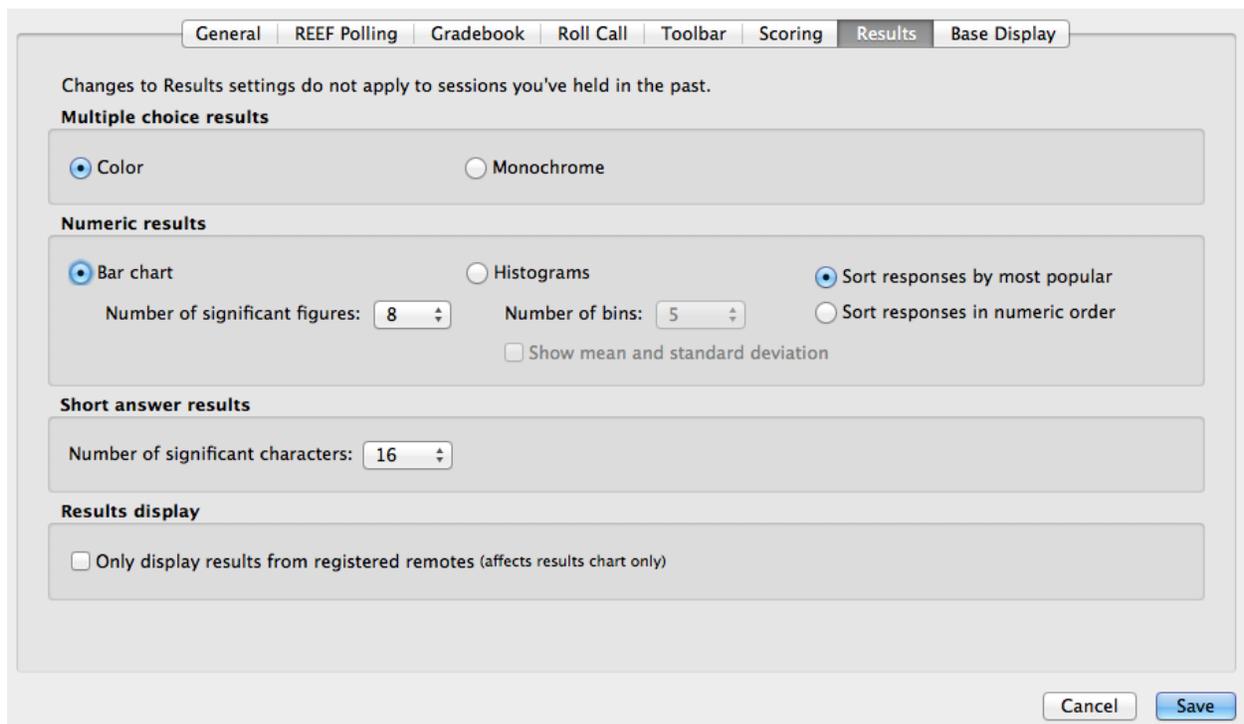
4. Save the updates.

NOTE: Any updates apply **ONLY** to future polling sessions. If you want to change the scoring for a previous session, use the gradebook to make those adjustments.

Results

The **Results** settings allow you to customize the results charts for each question type.

1. Select the Results tab in the Course Settings window.



The screenshot shows the 'Results' tab in the Course Settings window. The window has a title bar with tabs: General, REEF Polling, Gradebook, Roll Call, Toolbar, Scoring, Results (selected), and Base Display. Below the title bar, a message states: 'Changes to Results settings do not apply to sessions you've held in the past.' The settings are organized into four sections:

- Multiple choice results:** Radio buttons for 'Color' (selected) and 'Monochrome'.
- Numeric results:** Radio buttons for 'Bar chart' (selected), 'Histograms', and 'Sort responses by most popular' (selected). There are also radio buttons for 'Sort responses in numeric order' and 'Show mean and standard deviation'. Spinners for 'Number of significant figures' (set to 8) and 'Number of bins' (set to 5) are present.
- Short answer results:** A spinner for 'Number of significant characters' (set to 16).
- Results display:** A checkbox for 'Only display results from registered remotes (affects results chart only)' which is unchecked.

At the bottom right, there are 'Cancel' and 'Save' buttons.

2. Choose the chart display setting for Multiple Choice questions.

During polling, a graph displays the results of each question in your session. The multiple choice (A-E) results options allow you to select whether the chart displays as

Color or Monochrome.

3. Specify the chart options for Numeric Response questions

The numeric response chart can be displayed as a vertical bar chart or a histogram.

Bar Chart: The bar chart displays all of the student responses. Set the number of significant figures (characters) that are displayed in the results chart. Changing the characters will adjust the number of figures/ digits that appear in the students' responses. For example, the student response **21111** when characters set to 2 would appear as **21000** on the results chart.

Histogram: The histogram chart displays the student responses in a histogram. Set the number of bins to adjust the number of vertical bars that appear in the histogram. You may also choose to show the mean and standard deviation.

Sort Responses: You can choose to sort numeric responses by most popular answer or in numeric order. By default, responses are sorted with the most popular answer on top of the results chart. (Note: this option is available starting with version 7.6.0.)

4. Set the number of significant characters for Short Answer questions.

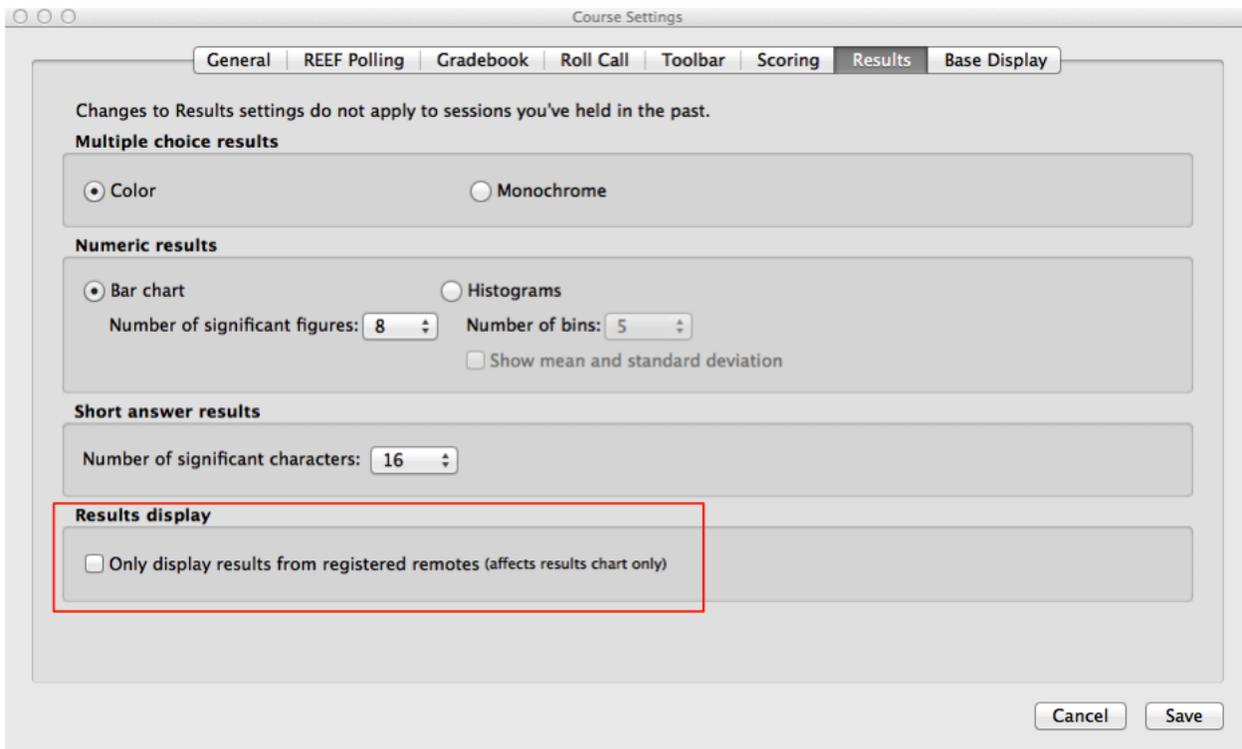
Short answer, or alphanumeric, responses are displayed as a vertical bar chart with the responses sorted by most to least popular. Select the default characters that are displayed in the results chart. Changing the significant characters will adjust the number of characters that appear in the students' responses. For example, the response **CHEMICALS** with significant characters set to 4 would appear as **CHEM**.

TIP: Unless you know that your correct answers will never exceed a certain number of

characters, it is recommended that you keep the significant characters default set at 16. You can always decrease the number of significant characters while viewing the student responses in the results chart.

5. Display results from registered remotes only (optional).

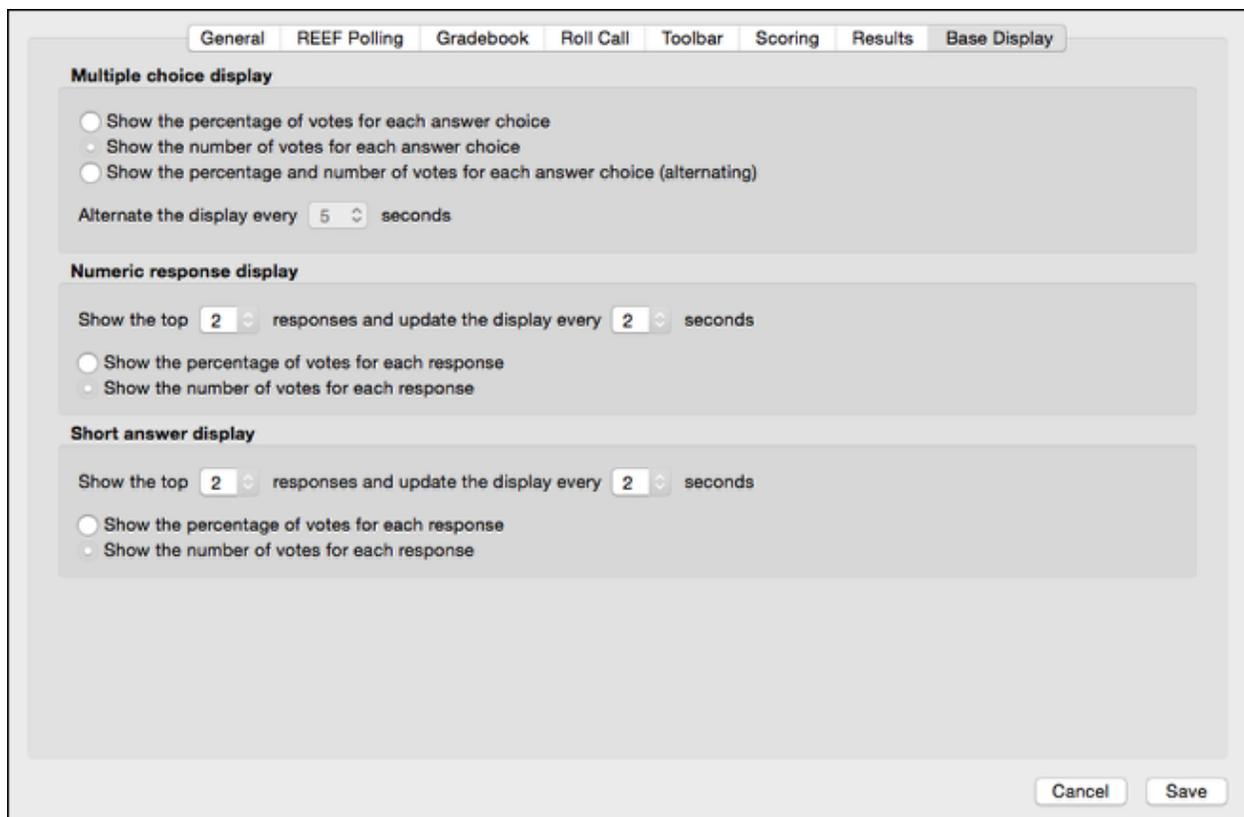
You can choose to show results from registered remotes only by checking the box to display results from registered remotes only.



Base Display

The **Base Display** settings allow you to customize the information that appears on the base/receiver LCD display.

1. Choose the Base Display tab in the Course Settings window.



The screenshot shows the 'Base Display' tab selected in a settings window. The window has a tabbed interface with tabs for 'General', 'REEF Polling', 'Gradebook', 'Roll Call', 'Toolbar', 'Scoring', 'Results', and 'Base Display'. The 'Base Display' tab is active and contains three sections:

- Multiple choice display**:
 - Show the percentage of votes for each answer choice
 - Show the number of votes for each answer choice
 - Show the percentage and number of votes for each answer choice (alternating)Alternate the display every seconds
- Numeric response display**:
 - Show the top responses and update the display every seconds
 - Show the percentage of votes for each response
 - Show the number of votes for each response
- Short answer display**:
 - Show the top responses and update the display every seconds
 - Show the percentage of votes for each response
 - Show the number of votes for each response

At the bottom right of the window are 'Cancel' and 'Save' buttons.

2. Set the display option for Multiple Choice questions.

During polling, the i>clicker responses display on the receiver LCD in real-time. The LCD display is useful in situations where you want to see how your audience is responding but don't want to make the results viewable to everyone. The following display options are available for multiple choice questions.

- Show the percentage of votes for each answer choice
- Show the number of votes for each answer choice
- Alternate between showing the percentage and number of votes for each answer choice. (With this option selected, you may also choose the amount of time before alternating the display.)

3. Choose the Numeric Response question display settings.

The numeric response display shows the top responses for a polling session. Choose the number of top responses that are displayed and the amount of time each response is shown. You may also chose to show the top responses as percentage of votes or number of votes.

4. Select the base station display setting for Short Answer questions.

The short answer response display shows the top responses for a polling session. Select the number of top responses that are displayed and the amount of time each response is shown. You may also choose to show the top responses as percentage of votes or number of votes.

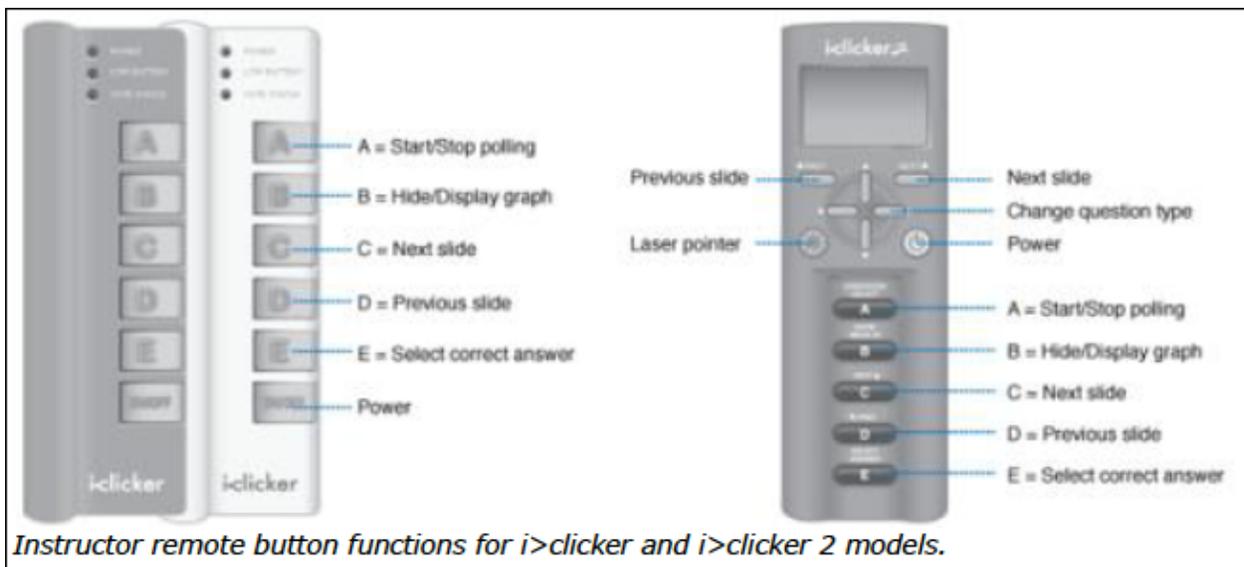
5. Save the settings for the base station display.

Learn more about i>clicker

Use your instructor remote to control i>clicker

You may [designate one remote as the instructor remote](#) for your own use in class. The instructor remote controls polling and moves between slides in your presentation software, allowing you freedom to move around the room while conducting i>clicker polling sessions.

Review the instructor remote options.



As shown above, the five response buttons (A, B, C, D, E) control key functions of the **i>clicker** polling software. The **i>clicker 2** instructor remote includes a laser pointer and also provides the capability to change the question type.

TIPS:

- Many instructors use the blue standard **i>clicker** remote as the instructor remote. There are no technical differences between the blue **i>clicker 1** or **i>clicker +** instructor remote and a white **i>clicker 1** or **i>clicker +** student remote, respectively. The color is designated to make it easier for you to keep track of your individual and loaner remotes. The **i>clicker 2** instructor remotes, on the other hand, are designed specifically for use by instructors and cannot be used as student remotes.
- To use the instructor remote to control your presentation software, the presentation software must be the "active" application on your computer screen. If **i>clicker** becomes the "active" program, select the presentation screen to make the presentation the "active" application again.

Use i>clicker with presentation software and videos

The i>clicker software is designed to be used with any presentation software. However, as is typically the case, not all third-party software applications work the same way. The following is a list of "tips and tricks" that can be used for the best experience using i>clicker with your presentation software.

Microsoft PowerPoint

The i>clicker polling session toolbar is designed to "float" on top of PowerPoint presentations when in slide show mode. This makes it easy to run a presentation and conduct polling at the same time. Occasionally, you may find that the i>clicker toolbar "disappears" while running a presentation. If this happens, it is because PowerPoint has taken focus away from the i>clicker toolbar. To correct this situation, simply press **ALT+Tab** (Win) or **Command+Tab** (Mac) on your keyboard and toggle to the i>clicker application icon. This brings the toolbar back into view.

Many instructors take advantage of the i>clicker instructor remote to advance their PowerPoint slides and conduct polling. In order to advance your slides, PowerPoint must be in focus, If you find that the instructor remote does not advance your slides, select the PowerPoint presentation to bring PowerPoint back into focus.

Apple Keynote

Keynote users must change a preference in the Slideshow Preferences window in order for i>clicker to float on top of a presentation.

1. Select **Preferences** from the **Keynote** menu option.
2. Choose the **Slideshow** icon in the toolbar.
3. Select the **Allow Expose, Dashboard and other to use screen** option.
4. Close the preferences window.

If at any time the **i>clicker** toolbar or any **i>clicker** window "disappears" behind your Keynote presentation, press **Command+Tab** on your keyboard and toggle to the **i>clicker** application icon. This brings the **i>clicker** toolbar back into view.

Prezi

i>clicker works best when Prezi presentations are downloaded to your desktop rather than run within a web browser. When using a Prezi presentation, you may create the presentation using the free, online version of Prezi or the Prezi Pro desktop version. After creating your presentation, save the presentation to your desktop or another location that you can access while in your class. Once the presentation is downloaded, you can run it in full-screen mode. The **i>clicker** toolbar will "float" above the presentation, and you can even use the instructor remote to advance your Prezi "slides".

NOTE: If you attempt to run Prezi in full-screen mode from a web browser, **i>clicker** may force Prezi out of full-screen mode. Download your Prezi presentation to your computer or thumb drive to resolve this issue.

Online Videos

i>clicker works best when running online videos in standard rather than full-screen mode. If you run online videos in full-screen mode, **i>clicker** may cause the video to exit full-screen mode.

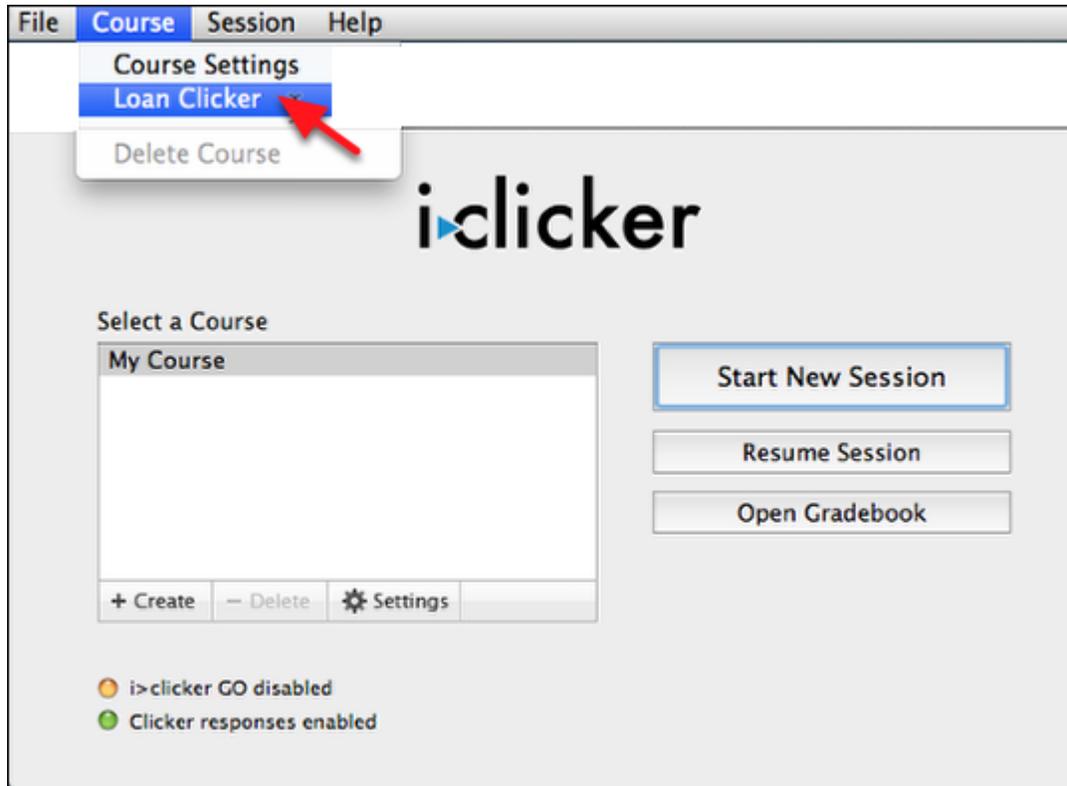
Permanently loan a clicker to a student

*The **Loan Clicker** feature may be used to permanently assign a clicker to a student for the entire term. This option manually registers a single student at a time. This process is useful to register the occasional late addition to your course or for a student who buys a new remote partway through the term.*

It is also possible to [temporarily assign a clicker](#) to a student for a single session.

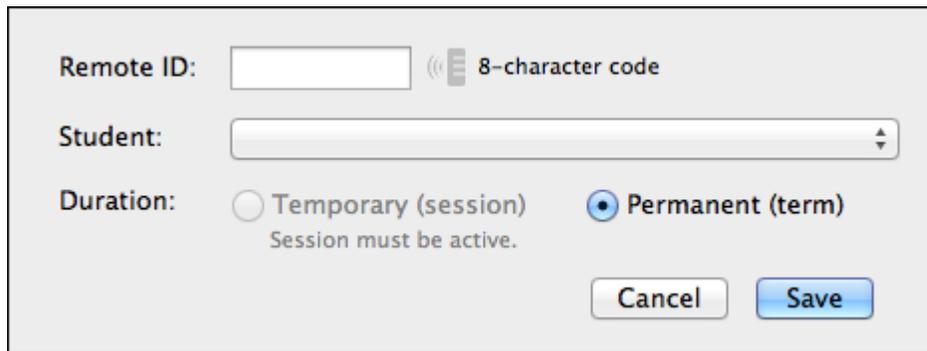
Follow the steps below to permanently loan a clicker to a student.

1. Select a course on the i>clicker home screen.
2. Choose Loan Clicker from the Course menu.



TIP: You can also permanently loan a clicker during a session by choosing **Loan Clicker** from the **Options** menu on the session toolbar.

3. Enter the 8-character ID located on the student's clicker.



The screenshot shows a dialog box with three main sections. The first section is labeled 'Remote ID:' and contains a text input field followed by a small icon of a clicker and the text '8-character code'. The second section is labeled 'Student:' and contains a dropdown menu. The third section is labeled 'Duration:' and contains two radio button options: 'Temporary (session)' with the subtext 'Session must be active.' and 'Permanent (term)' which is selected. At the bottom right of the dialog are two buttons: 'Cancel' and 'Save'.

The remote ID field is not case-sensitive.

TIP: The **Loan Clicker** window can be used to capture a transmitted remote ID. This feature is useful for avoiding remote ID entry errors or when a remote ID is illegible. This option is only enabled after a session is started and is indicated by an active **Transmit** icon next to the **Remote ID** entry field.

4. Select the student from the pop-up menu.

The student names in the list are pulled from your roster. You must [prepare a roster](#) before choosing to loan a clicker to a student.

5. Verify that the duration is set to permanent.

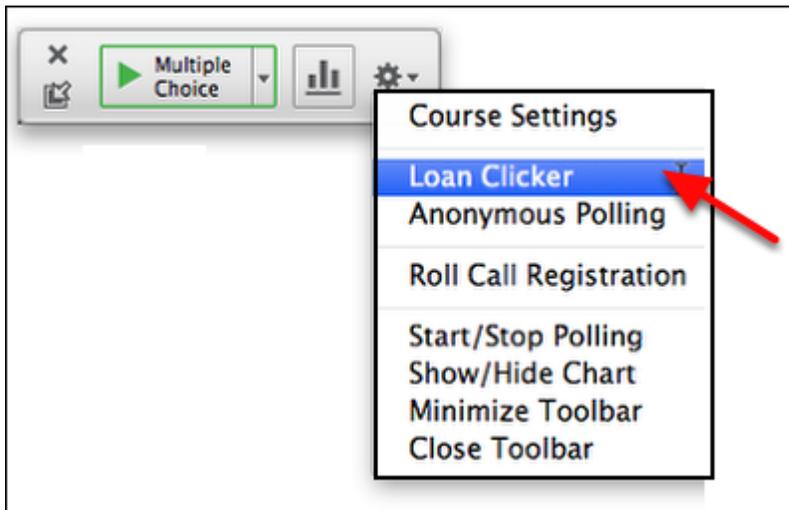
6. Save the clicker assignment.

Temporarily loan a clicker to a student

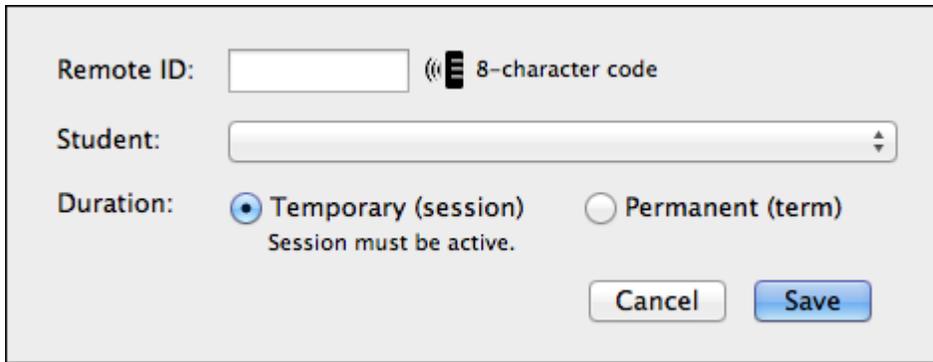
You can temporarily assign a remote to a student for a single polling session. This is a useful feature for lending a student your extra remote when they forget to bring their own remote to class.

IMPORTANT: *The option to temporarily loan a clicker is only enabled during an active polling session.*

1. Select a course and start a new session.
2. Choose Loan Clicker from the Options menu on the toolbar.



3. Enter the remote ID and select the student from the pop-up menu.



The screenshot shows a dialog box with the following elements:

- Remote ID:** A text input field followed by a "Transmit" icon (two vertical bars) and the text "8-character code".
- Student:** A dropdown menu.
- Duration:** Two radio buttons: "Temporary (session)" (which is selected) and "Permanent (term)". Below the "Temporary (session)" option is the text "Session must be active."
- Buttons:** "Cancel" and "Save" buttons at the bottom right.

TIP: Rather than entering the remote ID, the student can transmit the remote ID. This feature is useful for avoiding remote ID entry errors or when a remote ID is illegible. This option is only enabled after a session is started and is indicated by an active **Transmit** icon next to the **Remote ID** entry field.

4. Set the duration to temporary.

5. Save the assignment.

Change the frequency code on a student clicker

If you [change the base station frequency](#) from AA, instruct your students how to change the frequency on their clickers.

The instructions vary depending on the clickers. Provide the necessary instructions to your students.

NOTE: The receiver must be plugged in and a session must be started before students can change the clicker frequency.

Provide these steps to students with i>clicker and i>clicker + devices.

Students with these devices must change their remote frequency at the beginning of each session. When you begin polling, an alert appears indicating the frequency.

1. Press and hold the On/Off button until the Power indicator light begins flashing.
2. Enter the 2-character frequency code using the buttons (A B C D) on the clicker.

Provide students with the frequency code (e.g., BB). Once a student successfully enters the code on a clicker, the Power light stops flashing.

Instruct students with i>clicker 2 devices to follow these steps.

The **i>clicker 2** remote remembers the last saved frequency. If your students change the frequency in your class and do not later change frequencies again, the **i>clicker 2** device remembers the frequency from your class. The frequency briefly appears on the LCD screen when a student powers on a device.

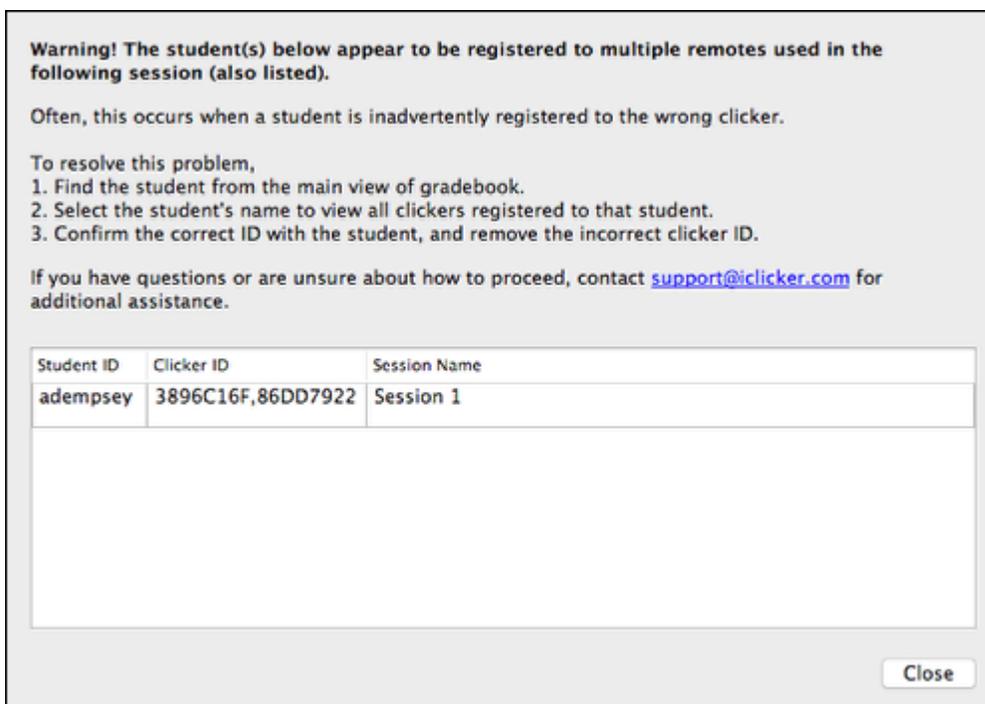
1. Press and hold the On/Off button until the LCD screen shows a flashing frequency code.
2. Enter the 2-character frequency code using the buttons (A B C D) on the clicker.

A checkmark briefly appears on the remote LCD indicating that you have successfully reset the frequency code.

Resolve a multiple clicker ID warning

While it is not likely, a student may be associated with two clickers. If this does occur, the *i>clicker* program warns you of this situation when you open or close the gradebook. Edit the student record to remove a clicker ID.

1. Review the multiple clicker ID warning.



Warning! The student(s) below appear to be registered to multiple remotes used in the following session (also listed).

Often, this occurs when a student is inadvertently registered to the wrong clicker.

To resolve this problem,

1. Find the student from the main view of gradebook.
2. Select the student's name to view all clickers registered to that student.
3. Confirm the correct ID with the student, and remove the incorrect clicker ID.

If you have questions or are unsure about how to proceed, contact support@iclicker.com for additional assistance.

Student ID	Clicker ID	Session Name
adempsey	3896C16F,86DD7922	Session 1

Close

Review the student IDs shown in the window. Make a note of the student(s) who have two or more remote IDs.

2. Open the gradebook.

3. Select (double-click) a student record to remove a remote ID.

Student ID: adempsey
First Name: Adam
Last Name: Dempsey
Email:
Registered i>clicker IDs:
3896C16F
8F61E00E
Add
Remove
Delete Student Cancel Save

4. Highlight the remote ID incorrectly associated with the student and select Remove to delete that clicker ID.

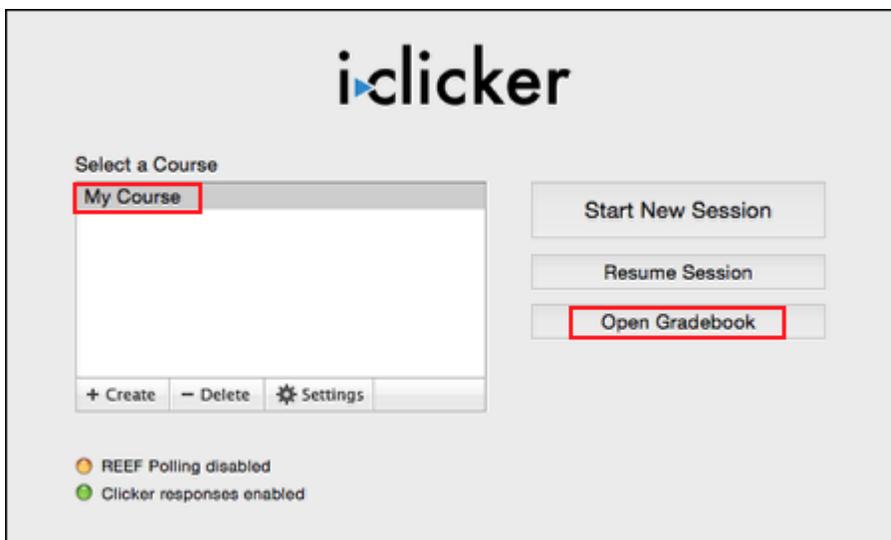
5. Save the updated student record.

Assign or remove an unregistered clicker

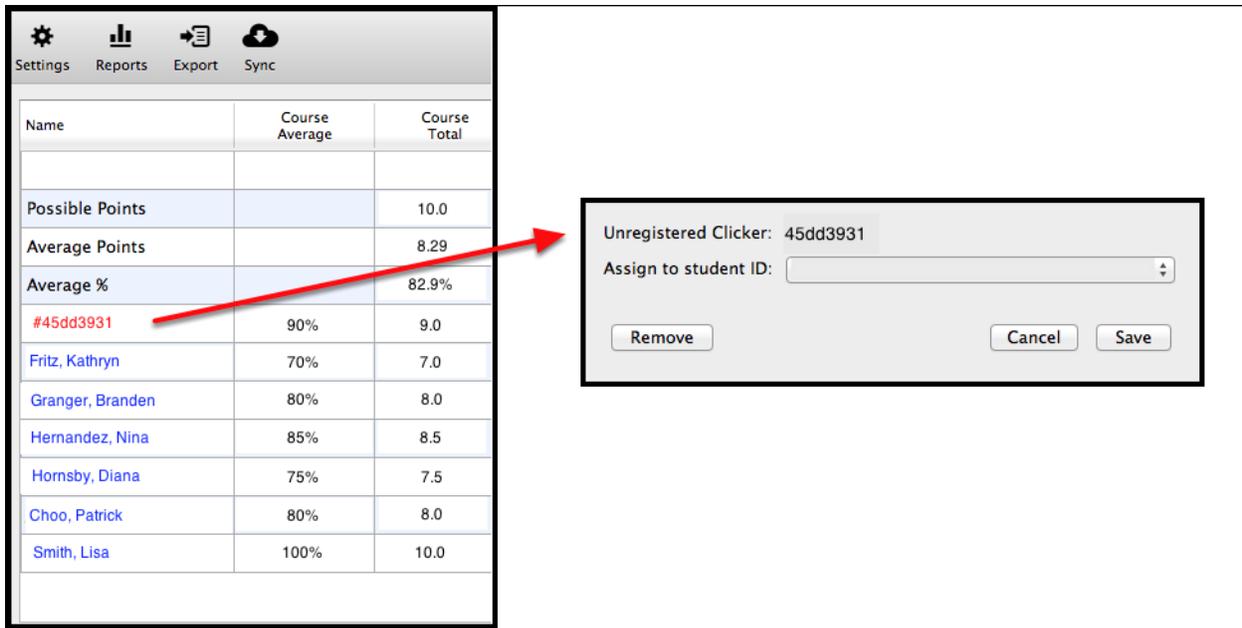
Within the *i>clicker* gradebook, you can assign or remove unregistered clickers. If you have a few unassigned clickers, follow the steps here. Otherwise, refer to the instructions for [preparing your roster](#).

NOTE: Assigning or removing an unregistered clicker is necessary if a student dropped a class after a participating in a polling session or there was a problem with the clicker registration.

1. Select a course and choose to access the gradebook.



2. Select (double-click) a clicker ID to view the Unregistered Clicker window.



The screenshot shows the i>clicker interface with a table of student performance and a pop-up window for an unregistered clicker. The table has columns for Name, Course Average, and Course Total. A red arrow points from the clicker ID #45dd3931 in the table to the pop-up window.

Name	Course Average	Course Total
Possible Points		10.0
Average Points		8.29
Average %		82.9%
#45dd3931	90%	9.0
Fritz, Kathryn	70%	7.0
Granger, Branden	80%	8.0
Hernandez, Nina	85%	8.5
Hornsby, Diana	75%	7.5
Choo, Patrick	80%	8.0
Smith, Lisa	100%	10.0

The pop-up window is titled "Unregistered Clicker: 45dd3931" and contains the following text and controls:

Unregistered Clicker: 45dd3931
Assign to student ID:
Remove Cancel Save

3. Assign the clicker ID to a student or choose to remove the unregistered clicker.

If a student to be assigned does not appear in the pop-up menu, you will need to [add that student to the roster.txt file](#).