



# Instructor User Guide

**IMPORTANT:** Starting January 2024, the iClicker Classic application is retired with limited support. All online services for Classic have been discontinued so it now only supports physical remotes. We encourage transitioning to our iClicker Cloud application, which offers more features and supports both mobile and physical remotes. To learn more, visit [iclicker.com/classic-to-cloud](https://iclicker.com/classic-to-cloud).

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# ***Part I:***

## ***Getting Started with iClicker Classic***

# *System Requirements*

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

- iClicker base with firmware v5.04 or higher
- One available USB 2.0 port
- Monitor with minimum screen resolution of 1024 x 600 pixels

## **Windows Requirements:**

- Windows 7 or higher (32- or 64-bit), with .NET 4.0.3
- 500 MHz Pentium (or faster) processor
- 256 MB RAM (or larger) recommended

## **Macintosh Requirements:**

- macOS High Sierra (10.13) or higher
- 500 MHz G4 (or faster) processor
- 256 MB RAM (or larger) recommended

## **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)

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

# *Connect iClicker Classic to Your Computer*

iClicker Classic 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 iClicker Classic.

1. Connect the iClicker base to your computer's USB port.

The LCD screen on the receiver lights up indicating that the base is powered. 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 ensure that the base has sufficient power, plug it directly into the computer, not through the keyboard or a non-powered USB hub. For best performance, plug the base into a USB 2.0 port.

2. Connect the iClicker Classic flash drive to a USB port.

Running iClicker Classic from a flash drive is not required. iClicker Classic can be run from your computer's hard drive. Running iClicker Classic from a flash drive is a convenience if you are using a lecture / classroom computer.

**NOTE:** If you receive a message indicating that you have plugged a high-speed USB device into a normal-speed USB port, 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 iClicker Classic software. Please note iClicker Classic for Linux requires that you run the setup process on the local drive as supporting software must be installed.

3. If needed, download the latest iClicker Classic software.

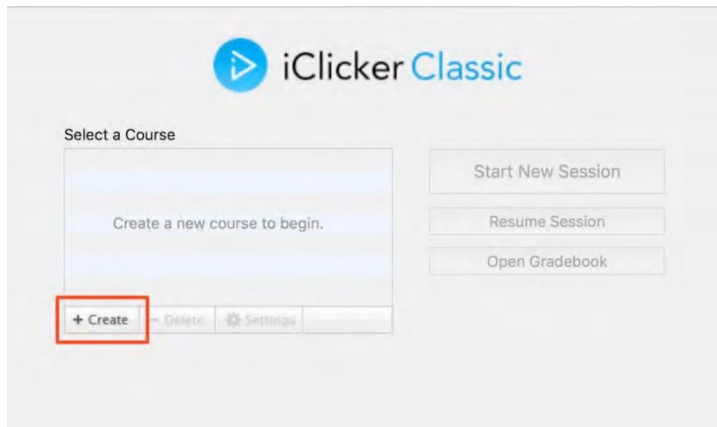
If you are not using a flash drive or need the iClicker Classic software, you can download it from [www.iclicker.com](http://www.iclicker.com).

**NOTE:** iClicker Classic downloaded files for Windows and Linux are provided as compressed (.zip) files that must be extracted or "unzipped" before using.

# Create a Course

Once you have installed the iClicker Classic software and hardware, the next step is to create your courses.

1. From the main **iClicker Classic Home** window, click the + **Create** button.



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

iClicker Classic automatically creates a new course sub-folder in the **Classes** folder and returns the application to the **iClicker Classic Home** window. Your course name should now appear in the list box and most, if not all, of the controls should be 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.

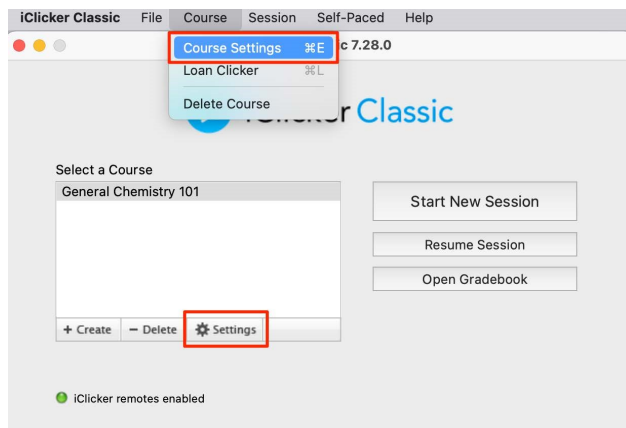
**NOTE:** You will need to connect an iClicker base to your computer for students to respond in your polling session. Once you create a course, verify that the status indicator at the bottom of the window shows that a base is connected and ready to accept remote votes.



# Access Your Course Settings

The iClicker Classic 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.

Select the **Settings** (gear) button or choose the menu option **Course > Course Settings** to access the settings for a specific course.



Settings are course-specific and are organized into ten tabs: **General**, **Mobile** (no longer active), **Gradebook**, **Roll Call**, **Toolbar**, **Scoring**, **Results**, **Base Display**, and **Demographics**.

Refer to the **Customize Your Course Settings** section in this guide for detailed information about the course settings.

## ***Part II***

### ***Roster and Remote Registration***

# *Registration Process Overview*

The iClicker Classic 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 roster file for your course
- Associate iClicker remote responses to the students in your roster

**NOTE:** Students can respond with their iClicker remotes before the registration process is complete. Unregistered remotes are displayed by their remote ID until associated with the student. All votes and points are retroactively credited to the student upon registration.

# Prepare Your Roster

The source for your class roster depends on whether your course will integrate with an LMS (e.g., Blackboard, Brightspace, Canvas, etc.). By default, iClicker courses are created with no LMS integration but this can be changed in the course settings **Gradebook > Roster Source**. This selection determines the filename and format that iClicker expects for the roster file.

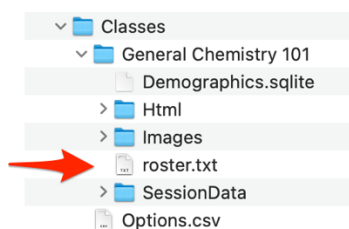
- **General (No LMS):** Requires editing the pre-created **roster.csv** file that is automatically added to your course's folder when you create a new course.
- **LMS-Specific:** Requires downloading the roster from the specified LMS and importing it to the iClicker course's gradebook.

## General Roster Source: Editing the Roster.csv File

If the **Roster Source** is set to **General (No LMS)**, you need to edit the course roster text file as part of the student registration process.

1. Locate and open the **roster.txt** file for your course

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



2. Add your students' names and IDs to the roster file.

Type or copy / paste your student roster from another source (e.g., spreadsheet file) using the following format:

**Last Name, First Name, Student ID**

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 university ID number, email alias, or any other easily readable text string—as long as it is guaranteed to be unique for each student.

Example:

```
Bolton, Tim, boltont422  
Castro, Kai, castrok774  
Masters, Deon, mastersd089
```

**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.

3. Save the updated **roster.txt** file.

Whenever the iClicker gradebook is launched, it loads the roster from this file.

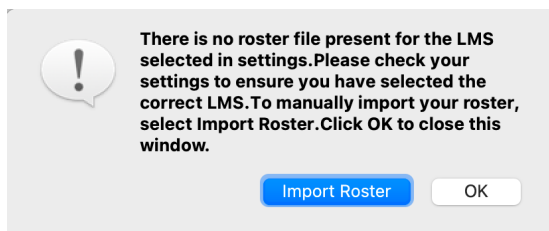
## LMS Roster Source: Importing the LMS Roster File

If the **Roster Source** is set to an LMS, you need to download the LMS roster and import the file into iClicker's gradebook.

1. Log into your LMS course and download the roster.

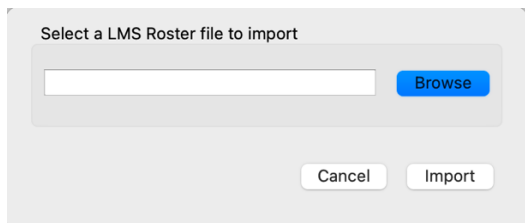
Some LMSs require specific export settings and/or file edits prior to importing to iClicker. Refer to the iClicker Support site for help downloading and preparing your roster file from a specific LMS.

2. In iClicker, select your course and click the **Open Gradebook** button.
3. The first time you open the gradebook, you will be prompted to import your LMS roster file. Click the **Import Roster** button.



**TIP:** If you do not have your LMS roster file already downloaded, click the **OK** button and import the roster later using the **Import** option in the Gradebook.

4. Use the **Browse** option to select the downloaded LMS roster file and click the **Import** button to complete the import.



Upon importing, iClicker saves a renamed copy of the LMS roster to the course folder. The roster file copy is automatically renamed using the convention that iClicker expects for the specified LMS. Whenever the iClicker gradebook is launched, it loads the roster from this file.

# Register iClicker Remotes

iClicker Classic offers two remote registration options:

- In-Class Roll Call Registration (for small classes only)
- Manually Edit the **RemoteID** file

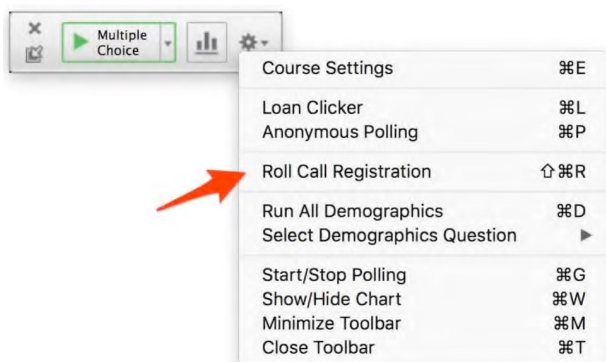
**TIP:** In-class Roll Call Registration and manual editing the **RemoteID** file are not mutually exclusive, and both can be used to register students in a course. For example, the majority of your students may have been associated by manually edits. For those who did not get registered, use the in-class roll call method to complete the registration. You can also use the **Loan a Clicker to a Student** option to associate a student to a remote.

## In-Class Roll Call Registration

Roll Call Registration requires class time to complete and is only viable for smaller classes (<50 students). With this method, iClicker Classic displays a grid with the names of your students (pulled from the roster.txt file) along with a unique code. To complete registration, students use their remote to enter the code that appears next to their name.

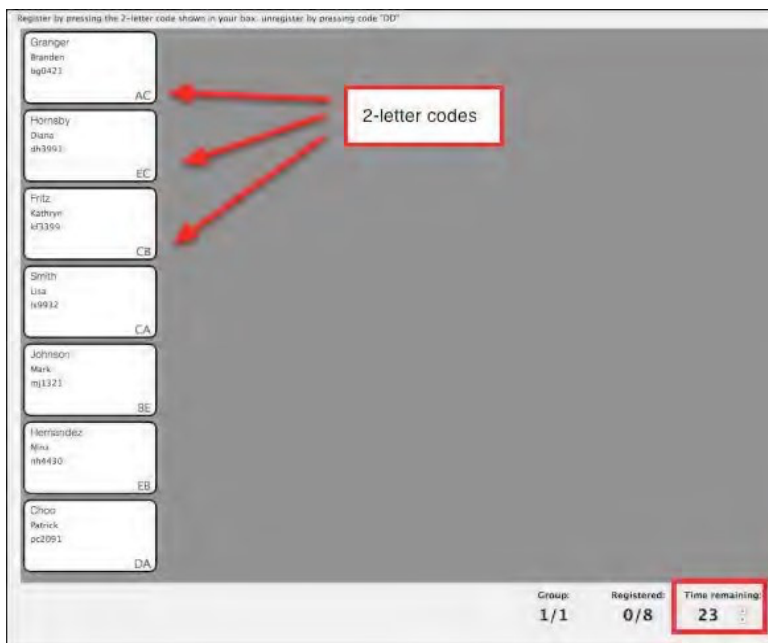
1. Start Roll Call Registration from the Session Toolbar.

The Roll Call Registration option is found by expanding the **Option** (gear) menu.



2. Students use their remotes to send the 2-letter code by their name.

A roll call window appears showing a card for each student with their name, ID, and a 2-letter code. Student names appearing on a white card are not yet registered and must send the code with their remote. The card flashes green when the code is received by then changes to gray to indicate that the remote has been registered to the student.



If there are more students in your course than will fit on the screen, the cards are organized into groups that cycle on the screen whenever the timer reaches zero. The program cycles through all of the students until you close this window.

**NOTE:** Students who are already connected to a remote (associated in the **RemoteID** file) appear on a gray card with the remote ID instead of a 2-letter code.

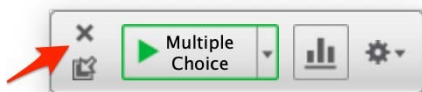
You can choose to change the setting for the roll call process. For example, you can have the student card disappear instead of change color after a code is entered.

**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.

3. Close the roll call window when you are finished registering remotes.



Close the **Session Toolbar** if you are finished using iClicker.



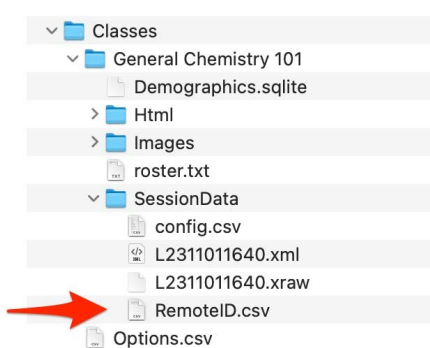
If you plan to administer a poll immediately after registering students, you do not need to close the toolbar. Continue with your class and present polls to your students.

## Manually Edit the RemoteID File

For larger enrollments where in-class **Roll Call Registration** is not feasible, the remaining registration option is to directly edit the **RemoteID** file. In the past, the **RemoteID** file would be updated by syncing iClicker Classic to an LMS or to the iclicker.com registration page on the web. Since these registration options are no longer supported, the file needs to be manually updated.

### About the RemoteID File

The **RemoteID** file is found in your class **SessionData** sub-folder. The file path is **iClicker > Classes > [yourCourseName] > SessionData > RemoteID.csv**.



	A	B	C
1	#E5378456	mma29	
2	#E583FC9A	aac16	
3	#E6568030	nyc07	
4	#4741CEC8	ska31	
5	#9E55b279	knj33	
6	#E5CDE7CF	aba25	
7	#E5EB141A	azb18	
8	#E6991768	tab87	
9	#3C8007BB	eua25	
10	#44FCE159	mru11	

The file, when populated by other methods (e.g., Roll Call Registration), contains two columns of information without a header row. The first column is the remote ID prepended with # and the second column is the student identifier that matches the specified roster file.

# Collecting RemoteID Information from Students

Instructors need to collect remote ID registration information to associate the votes from remote IDs to students. A recommended process for collecting this information is to use a Google form.

1. Create a Google form to collect remote registration information.

Example:

**Classic Remote Registration for General Chemistry 101**

Register your iClicker remote ID in order to receive credit for iClicker questions in **General Chemistry 101**. You can [find your remote ID here](#).

Switch account

Not shared

\* Indicates required question

**Remote ID with # In Front** \*

Enter "#" and then the **8-character code** found on the back of your iClicker remote. Use all upper-case and do not include a space between # and the remote ID. Example: #123ABC78

Your answer

**Student ID** \*

Enter your Canvas Login ID. This is your school email without the @school.edu. Example: doej123

Your answer

**First Name** \*

Your answer

**Last Name** \*

Your answer

Submit Clear form

- A separate registration form should be used for every iClicker course. Include the iClicker course name in the form to keep them clearly distinguishable.
- Include a link to help students find their remote ID ([iclicker.com/find-your-remote-id](https://iclicker.com/find-your-remote-id))
- The first required field should ask for **Remote ID with # in Front**. Include an example for clarity.
- The second required field should ask for **Student ID**. Be as descriptive as possible about the ID you need students to enter and consider providing an example.
- First name and last name aren't needed for the **RemoteID** file but are useful to identify the student entries.

2. Add a link to the Google form to your LMS course.

Consider making form completion part of an "assignment" that has a due date and is worth a few points to incentivize students to complete it promptly.

3. Link the Google form responses to a Google sheet.

This option is found on the **Responses** tab of the Google form.

4. Once you've collected your student responses, export the data from the linked Google sheet. Use the menu: **File > Download > Comma Separated Values (.csv)**.

5. Open the spreadsheet in Excel to manipulate it to the expected format.

- Delete the header row (row 1) and the timestamp column (column A)
- Make sure remote IDs are all upper-case and are prepended with #
- Verify that the student IDs match the identifier used by your roster file
- Leave the columns with student name as iClicker will ignore this information but you can use it to quickly identify the student entries

	A	B	C	D	E
1	Timestamp	Remote ID	Student ID	First Name	Last Name
2	#####	#E5378456	mma29	Mary Anne	Marino
3	#####	#E583FC9A	aab16	Albert	Anders
4	#####	#E6568030	nyc70	Yang	Ng
5	#####	#E7EE66EF	nra34	Ryan	Nicholls
6	#####	#4741CEC8	ska31	Kelsey	Sprang
7	#####	#9E55B279	knj33	Nathan	Kahn
8	#####	#E5CDE7CF	aba25	Ben	Alvarez
9	#####	#E5EB141A	azb16	Zach	Archer
10	#####	#E6991768	tab80	Alice	Thomas

6. Save the file as **RemoteID.csv** and replace the file in your **SessionData** folder.

7. The **RemoteID.csv** file can be directly edited to add late registrations or make corrections to existing entries.

Whenever the iClicker gradebook is launched, it loads the remote ID registrations from this file. Close and reopen the gradebook to refresh the view after making changes to the **RemoteID.csv** file.

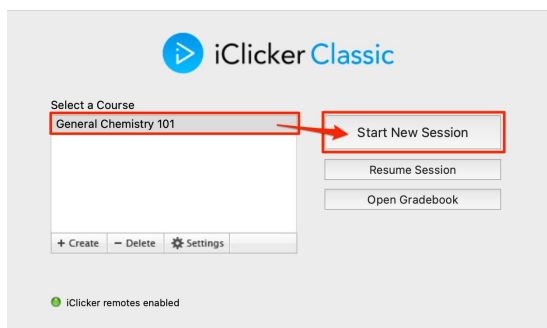
## ***Part III:***

### ***Using iClicker Classic in Class***

# Running a Polling Session

Engage your students in interactive polls during class or use iClicker Classic to administer a quiz. Follow the steps provided here to poll students.

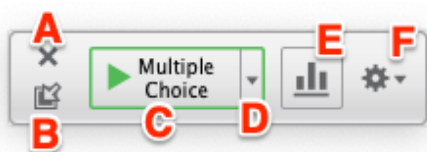
1. Select a course and choose to start a new session.



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 iClicker Classic with your presentation application(s). For example, if you use PowerPoint, Google Slides, or Keynote, both your presentation and the iClicker Classic toolbar will be active. The toolbar floats on top of other applications, such as Word, Acrobat, web browsers, etc. iClicker Classic will take a screenshot of your desktop when polling is started. The screenshot can be viewed in the 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 the following options:



- A: End the session
- B: Minimize/maximize the toolbar
- C: Start/stop a poll
- D: Expand the question type menu
- E: Show/hide the results chart
- F: Expand the Options menu

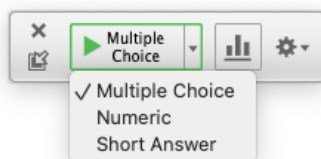
1. Instruct your students to turn on their iClicker remotes.

**NOTE:** If your base station is not set to the default frequency AA, also instruct students to change the channel on their iClicker remotes.

2. Present a question to the class.

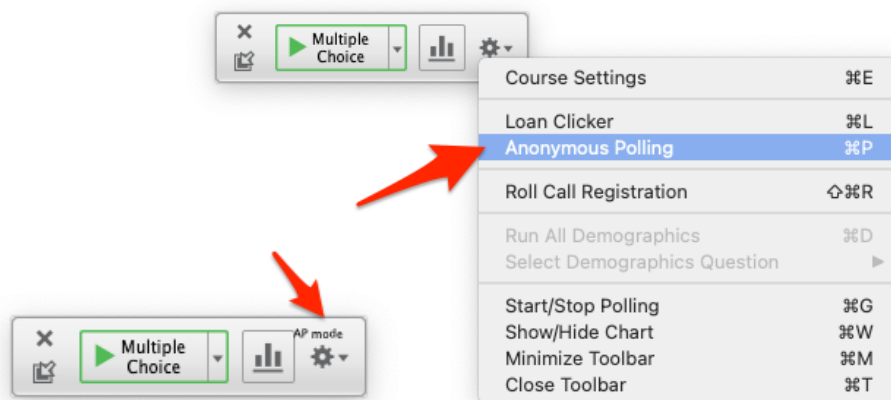
Pose questions to your class verbally or using a projector. You can use any program to present a question (e.g., PowerPoint, Keynote, Google Docs, Word, Acrobat, etc.).

3. Select the question type (if necessary) to match the question being presented to the class.



4. Switch to anonymous polling mode (optional).

In addition to normal polling, iClicker Classic supports an anonymous polling mode. You can turn anonymous polling on/off before you start a polling question. Use the **Options** menu to toggle anonymous polling on/off.



The label **AP mode** appears on the toolbar indicating that anonymous polling mode is enabled. No label appears when anonymous polling is off and student results are being recorded normally.

Anonymous polling questions allow students to respond to sensitive questions without worrying that you can link their answer to their identity. Student responses are not associated with a name, ID, or remote. The gradebook results for each student only shows an "X" to indicate that the student responded to the poll but does not reveal how they responded.

iClicker Classic still captures the cumulative results so that you know how many students responded for each answer. Participation points may be awarded for anonymous questions. However, you cannot grade nor award performance points for anonymous questions since you are unable to determine how individual students responded to apply those points.

5. Click the green **Start** button to begin a poll.

When polling is active, the **Start** button switches to a **Stop** button and the toolbar expands to show a timer and a counter. The timer displays the time counting either up or down and the counter shows how many responses have been received. You can choose to show or hide the results during a poll by clicking the **Results 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's display settings

**NOTE:** iClicker Classic begins collecting responses after you click the Start button. For the iClicker 1 or iClicker + remotes, a green Vote Status light next to each button on the remotes indicates a response has been successfully recorded. For the iClicker 2 remote, a checkmark on the LCD screen indicates that a response has been successfully recorded.

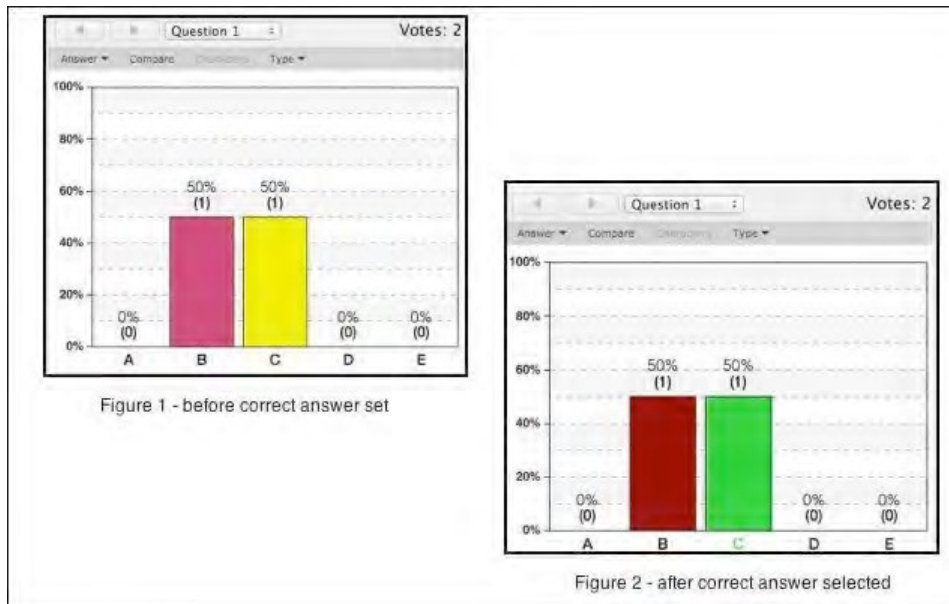
6. Click the **Stop** button on the toolbar to end the poll.

**NOTE:** iClicker Classic stops collecting responses when you click the Stop button. If students attempt to submit a response when polling is not active, a status light on the iClicker 1 and iClicker+ remotes flashes red. The iClicker 2 remote displays a closed session symbol on the LCD screen.

7. View the polling results.

You can choose to show the polling results during or after a poll. To grade the results, simply click 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 a response, each bar appears in a different color. After grading, the correct answer bar appears green and the incorrect bars appear red.



8. Close the results chart window when you are finished viewing the results.

**TIP:** The chart window includes many customization options for viewing student results. Refer to the Course Settings section in this guide for details.

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

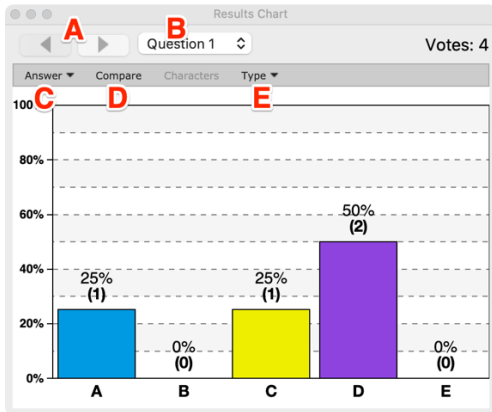
10. End the session when you finish asking questions.



# Using the Poll Results Chart

You can view the results chart during a poll or after you stop accepting votes. iClicker provides several options for displaying results, depending on the question type.

## Multiple Choice



**Arrows (A):** Move to the results for the next or previous question

**Question # (B):** Move to the results for a specific question

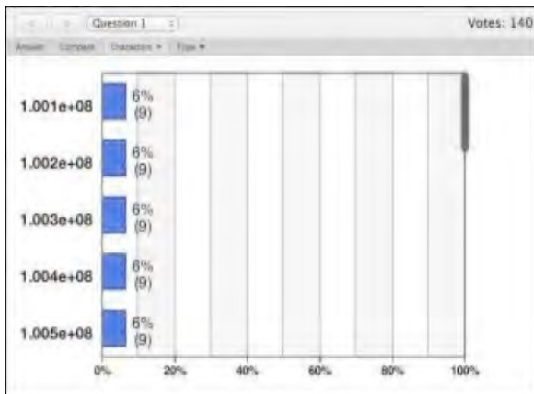
**Answer (C):** Select the correct A-E answer (can also click the corresponding letter choice or bar in the chart); only a single correct answer can be specified

**Compare (D):** Display a second chart window to compare question results

**Type (E):** Set the graph type (bar chart-vertical or bar chart-horizontal)

**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



**Arrows:** Move to the results for the next or previous question

**Question #:** Move to the results for a specific question

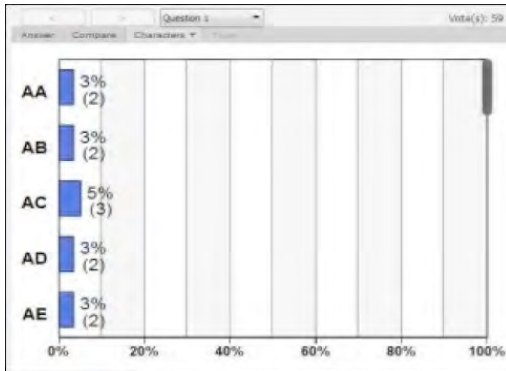
**Answer:** Open a list containing every unique response to allow selecting one or more as the correct answer.

**Compare:** Display a second chart window to compare question results

**Character:** Allows setting the number of characters (1-8) to show in the numeric bar chart or the number of bins to group responses in the histogram

**Type:** Set the graph type (bar chart-vertical or histogram)

## Short Answer



**Arrows:** Move to the results for the next or previous question

**Question #:** Move to the results for a specific question

**Answer:** Open a list containing every unique response to allow selecting one or more as the correct answer.

**Compare:** Display a second chart window to compare question results

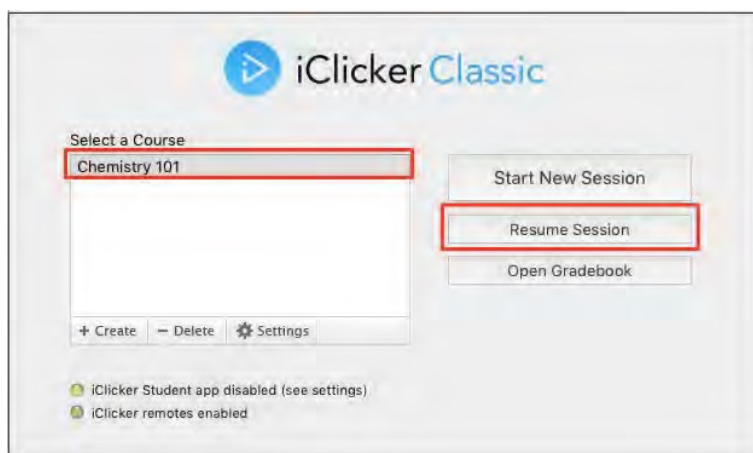
**Character:** Allows setting the number of characters (1-16) to show in the vertical bar chart

**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.

## Resuming 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.

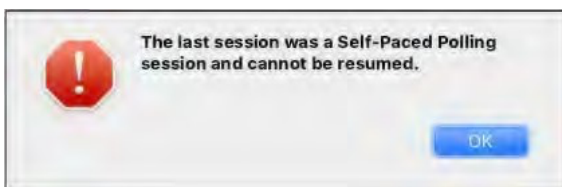
1. Select a course then click the **Resume Session** button.
2. iClicker Classic resumes the most recent session and displays the Session Toolbar.



3. Continue the polling session.

The last polling session you ran picks up where you left off.

**IMPORTANT:** Self-paced polls cannot be resumed. Once you run a self-paced poll, the resume option will not be available until a regular poll is run.



***Part IV:***  
*Using iClicker Classic's Gradebook*

# Gradebook Overview

iClicker Classic's gradebook provides access to all of the polling results for a course. You can view student responses, edit performance / participation points, manage unregistered clickers, generate reports, and export results.

Access the gradebook by selecting your course and clicking the Open Gradebook button from the iClicker Classic home window. The gradebook opens in a new window that shows your student roster, summary data, and session results.

## Gradebook

The screenshot shows the iClicker Classic Gradebook interface. At the top, there is a navigation bar with four icons labeled A, B, C, and D. Below the icons are the labels 'Settings', 'Reports', 'Export', and 'Sync'. The main content area is a table with 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 a red box labeled F highlights the 'Session 1' column. The table contains summary rows (Possible Points, Average Points, Average %) and student rows (Fritz, Kathryn; Granger, Branden; Hernandez, Nina; Hornsby, Diana; Choo, Patrick). The 'Session 1' column shows a 'View' link for the summary row and scores for the student rows, with 'Ab' for Hornsby, Diana.

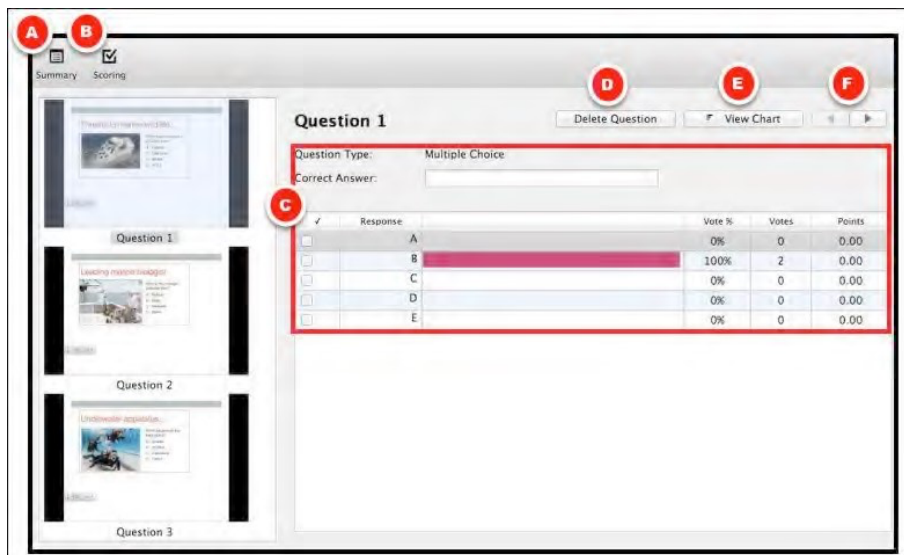
Name	Course Average	Course Total	Performance Total	Participation Total	Session 1 5/27/14
					<a href="#">View</a>
Possible Points		10.00	10.00	0.00	10.00
Average Points		8.29	8.29	0.00	8.29
Average %		82.9%	82.9%	0%	82.9%
#45dd3931	90%	9.00	9.00	0.00	9.00
Fritz, Kathryn	70%	7.00	7.00	0.00	7.00
Granger, 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

- A: Settings to change the default Scoring for all new sessions
- B: Generate session and summary reports
- C: Export session results to a general or LMS-formatted file
- D: Summary results data for all sessions
- E: Individual session results (session summary and student scores)

## NOTES:

- A red **Ab** entry in place of a score indicates that the student was absent and/or did not respond to any questions in that session
- Beneath each session name, you'll notice a **View** link is provided in the next table row. The **View** link opens the **Session Details** window for that session. The individual question details for that session can be viewed from the **Session Details** window including screen captures, results, grading, and scoring.

## Session Details



The **Session Summary** window is where you can:

- View/edit the session scoring settings (performance and participation points)
- Set the correct response, view voting details, and specify performance points awarded for the selected question
- Delete current question (marks question as deleted and removes from results calculations)
- View the results chart for the question
- Navigate to next and previous questions

## View, Grade, and Score Results

After class, use the gradebook to review the results. You may have already graded the questions in class, however, if you didn't grade the questions or want to change the grading or scoring, you can do this from the gradebook's **Session Details**.

Start by opening the course's gradebook then use the **View** link to open the **Session Details** window for the desired session.

The image shows two screenshots of the iClicker Classic interface. The top screenshot is the main gradebook view, and the bottom screenshot is the Session Details window. A red arrow points from the 'View' link in the top screenshot to the Session Details window in the bottom screenshot.

**Top Screenshot: Main Gradebook View**

Navigation: Settings, Reports, Export, Sync

Name	Course Average	Course Total	Performance Total	Participation Total	Session 1 5/27/14
					<a href="#">View</a>
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%
445083931	90%	9.00	9.00	0.00	9.00
Fritz, Kathryn	70%	7.00	7.00	0.00	7.00
Granger, Brandon	80%	8.00	8.00	0.00	8.00

**Bottom Screenshot: Session Details Window**

Navigation: Summary, Scoring

**Question 1** [Delete Question] [View Chart]

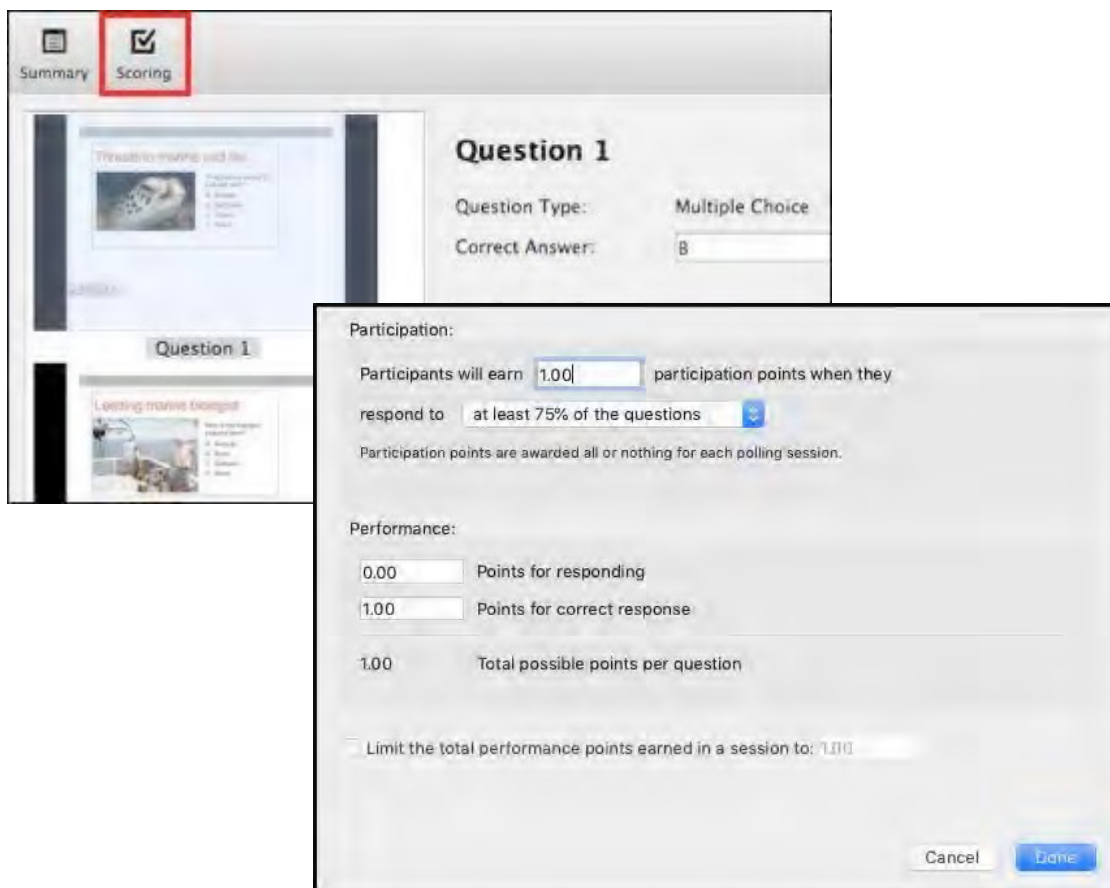
Question Type: Multiple Choice  
Correct Answer: B

✓	Response	Score %	Notes	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

## Changing Points for All Questions in a Session

You can change the point settings for an individual session and it will apply the change to all of the questions in that session. To do this open the **Session Details** and click the **Scoring** option to open the Session Scoring window.



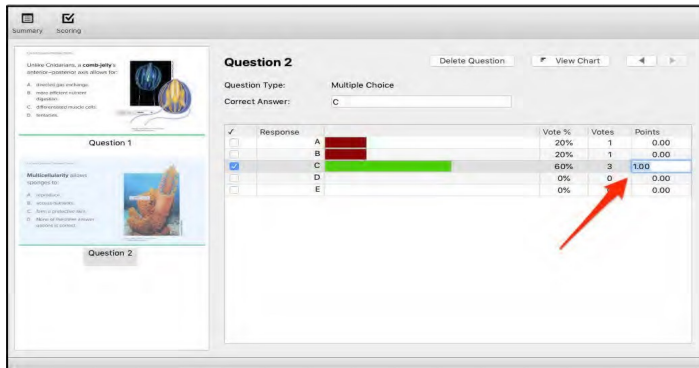
The **Session Scoring** options are the same as those found in the **Course Scoring** settings. See the **Customize Your Course Settings** section of this guide for an explanation of the scoring options.

**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 all new sessions moving forward.



## Changing Points for an Individual Question

From the **Session Details**, you can change the points for an individual question by double-clicking on the points for a response and editing the value directly in the results table.



## Changing Points for an Individual Student

You cannot use iClicker Classic's gradebook to manually edit an individual student's score. To change a specific student's score, you will need to either export and edit the results in a spreadsheet or upload scores to your LMS and modify the score there.

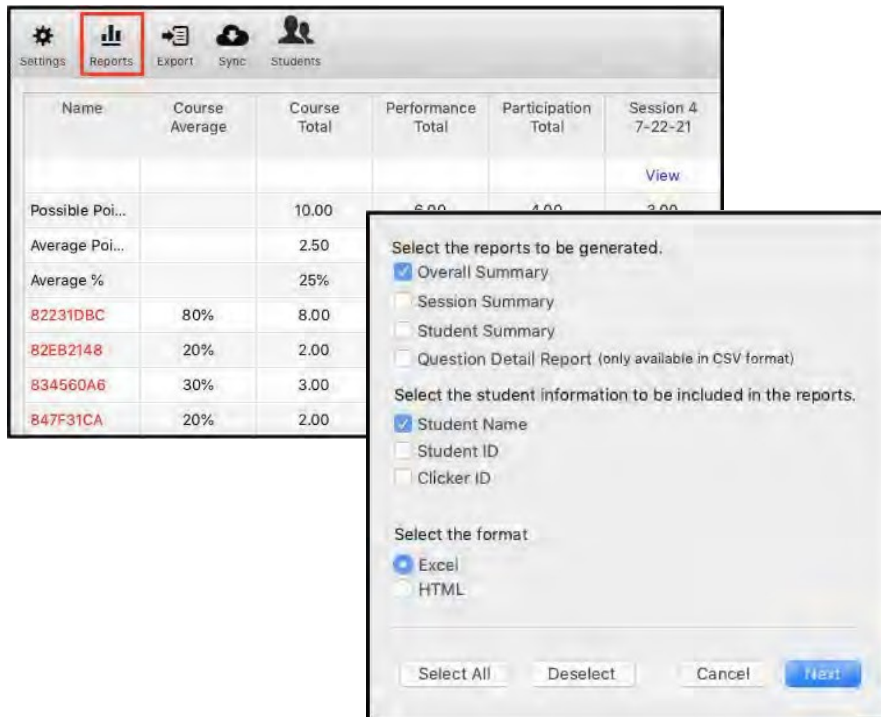
## Grading a Question (Marking the Correct Response)

If you haven't already graded the question during class or if you want to edit the grading, open the **Session Details** window to access the desired questions to grade. iClicker supports multiple ways to grade the question. You can click directly on the response in the table, select the checkbox, or enter the correct response(s) in the **Correct Answer** field. The response bars change color when the question is graded so that correct answers appear green and incorrect answers appear red.

# Generate Reports

From iClicker Classic's gradebook you can generate a variety of useful reports in either Excel or HTML format.

Click the **Reports** option to open a **Reports Settings** window.



Depending on your selection in the **Reports Settings**, your next step may require choosing the sessions to include in the report before specifying the location to save the report file. By default, reports are saved in the **Reports** sub-folder inside the class folder.

## Overall Summary Report

The **Overall Summary** report shows a summary of the sessions for the course including the following information for each session:

- Number of students who participated in the session
- Number of questions in the session

- Number of total points possible for the session
- Average score for the session (as a percentage)

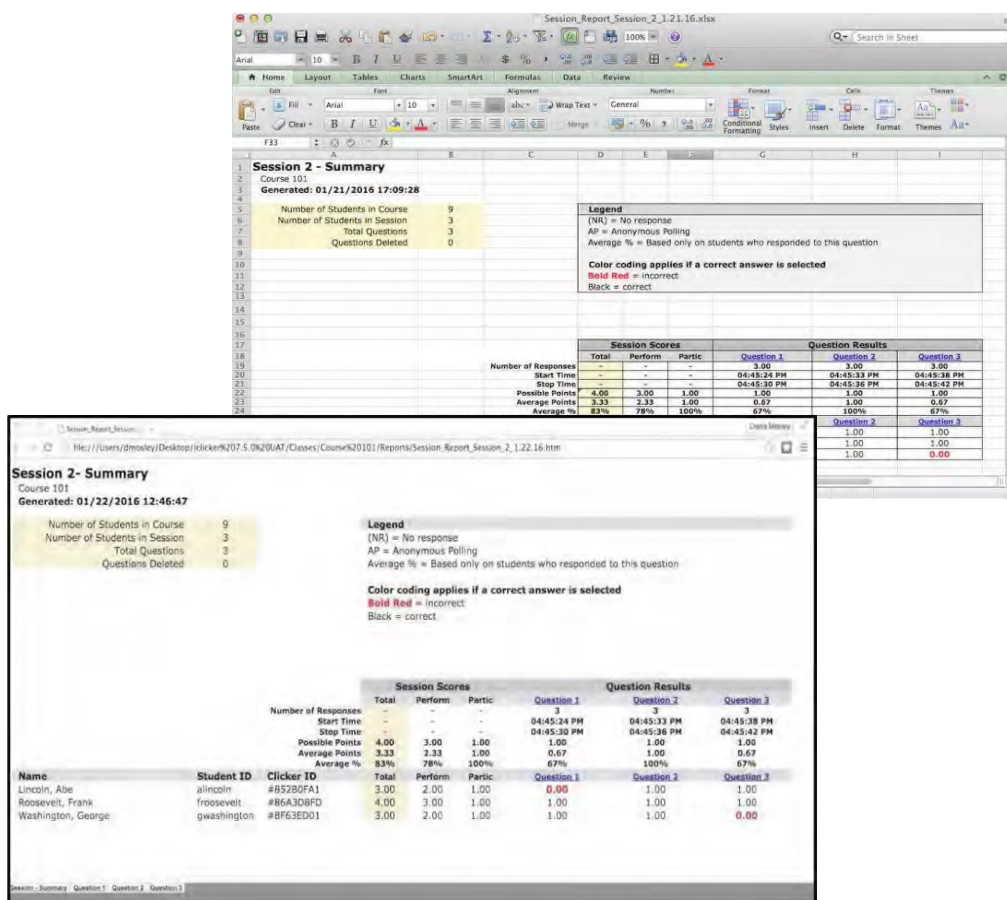
If you also generated **Session Summary** reports, the sessions listed in the **Name** column will appear as hyperlinks. Clicking on the hyperlink opens the respective **Session Summary** report.

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

## Session Summary Report

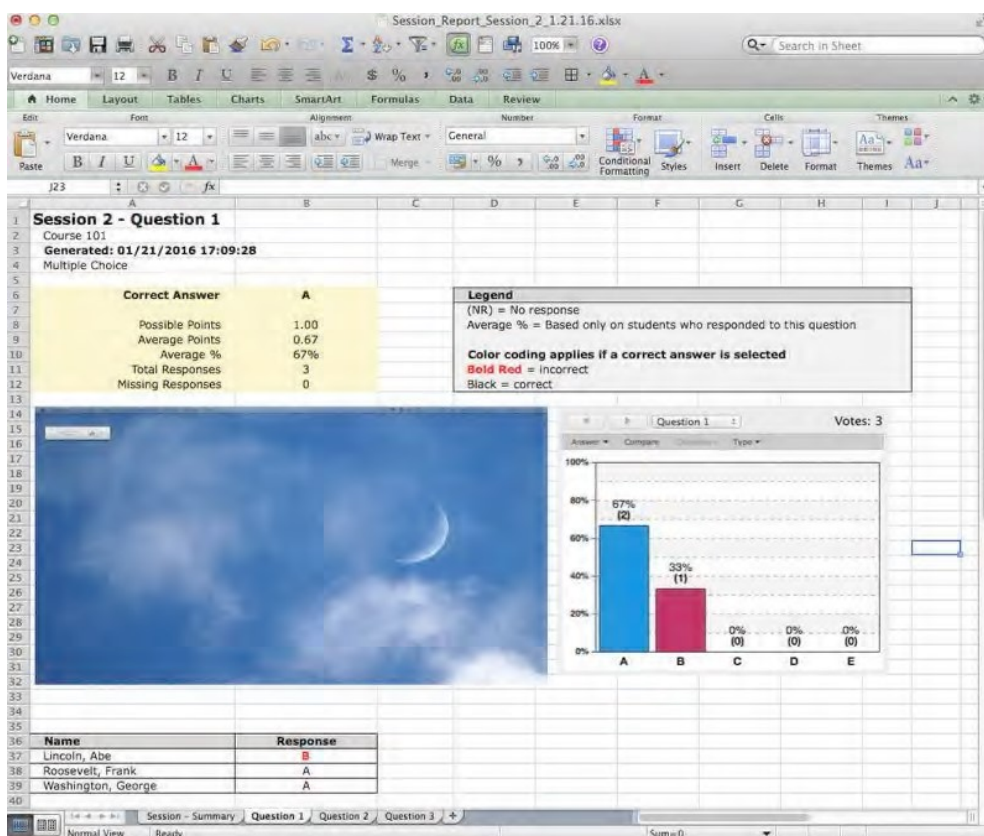
The **Session Summary** report gives a more detailed view of a session, for both the participating students and questions. The report includes a **Summary** tab which includes:

- Student Name, Student ID, Clicker ID
- Performance, Participation, and Total Points (including averages)
- Number of total points possible for the session
- Average total score for the session (as a percentage)
- Scores and averages for every question in the session



The **Session Summary** report also includes a tab for each question in the session. The question view contains details including:

- Correct answer (if graded)
- Points possible
- Average points
- Average percentage
- Total responses
- Number of missing responses
- Individual student responses
- Captured image from the instructor's desktop during polling
- Results chart



## Student Summary Report

The Student Summary report gives a more in-depth view for each student in the class. Information in the report includes:

- Overall total score
- Overall total percentage
- Total performance points
- Total participation points
- Session scores

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

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

**OVERALL TOTALS**  
Possible Points: 12  
Class Average Points: 9.67 (81%)

**Totals**  
Student %: 81%  
Total: 9.67  
Performance: 6.67 (74%)  
Participation: 3.00 (100%)

Name	Student ID	Clicker ID	Student %	Total	Perform.	Partic.	Session 1 - 1/21/16	Session 2 - 1/21/16	Session 3 - 1/21/16
Carter, Jimmy	jcarte		0%	0.00	0.00		Ab	Ab	Ab
Kennedy, John	kenmedy		0%	0.00	0.00		Ab	Ab	Ab
Lincoln, Abe	alincaln	#85280FA1	75%	9.00	6.00	3.00	3.00	3.00	3.00
Nixon, Richard	rnixon		0%	0.00	0.00		Ab	Ab	Ab
Reagan, Ronald	reagan		0%	0.00	0.00		Ab	Ab	Ab
Roosevelt, Frank	frroosevelt	#86A30BFD	75%	9.00	6.00	3.00	3.00	3.00	4.00
Washington, George	gewashington	#8F638D01	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%

## Question Detail Report

The Question Detail report shows all answers for every student for every question in a session. This report is only available in .CSV format.

- Student information (as specified when generating the report)
- Total score
- Total percentage
- Response to each question
- Correct response to graded questions is shown in question header in parentheses.

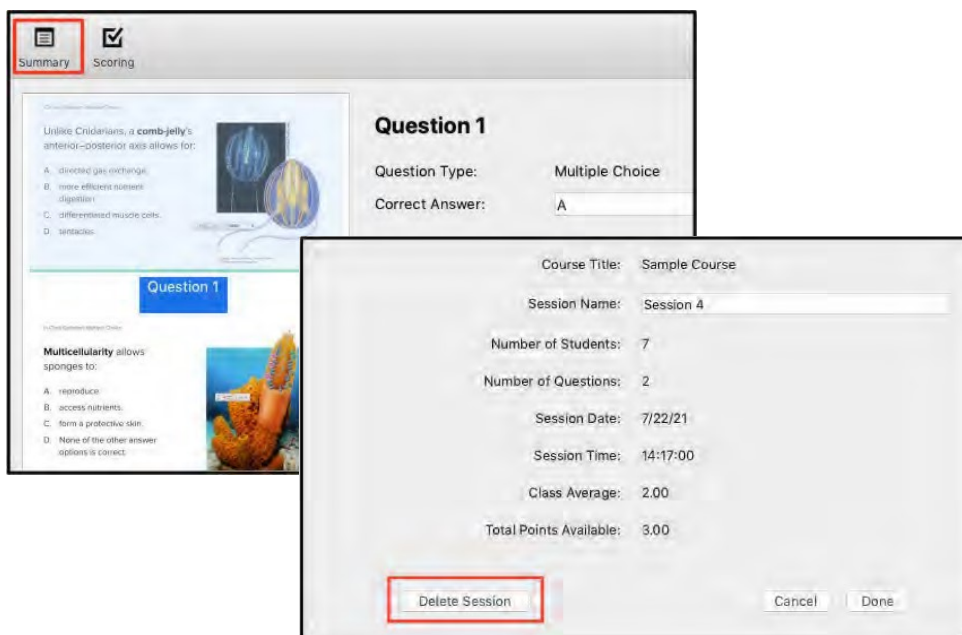
Name	Clicker ID	Total	Percentage	Question 1{C}	Question 2{C}	Question 3{A}
Amos, David	#45EA0BA4	1	25%	A	A	C
Smith, Kelsey	#8003E261	2	50%	B	D	A
Trey, Anne	REEF	4	100%	C	C	A
Yen, Paul	#8006Y261	2	50%	B	D	A



## Delete a Session

You may find it necessary to delete a session for a variety of reasons. For example, perhaps you were learning how to use iClicker Classic and created a sample session, or you accidentally started a session in a class.

To delete a session, go to the gradebook, open the Session Details, then click the Summary option to open the Session Summary window. A Delete Session button is available from this window.



**IMPORTANT:** Carefully review the session information before deleting as this action is not reversible.

## Update or Delete a Student Record

Within the iClicker Classic gradebook, you can edit the associated remote information and delete the student record. You cannot change the student name or Student ID from the gradebook.

Select a course and open the gradebook.

Double-click a student name to open the Student Details window.

The screenshot shows the iClicker Classic gradebook interface. On the left is a table with columns 'Name', 'Course Average', and 'Course Total'. The table lists several students, including 'Granger, Branden'. A red arrow points from 'Granger, Branden' in the table to a 'Student Details' window on the right. The 'Student Details' window contains fields 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 'Add' and 'Remove' buttons. At the bottom of the window are 'Delete Student', 'Cancel', and 'Save' buttons.

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

Student ID: bg0421

First Name: Branden

Last Name: Granger

Email:

Registered i>clicker IDs:

86DD7922

Add

Remove

Delete Student

Cancel

Save

Use the options in the Student Details window to add/remove remote 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, click the Delete Student button.

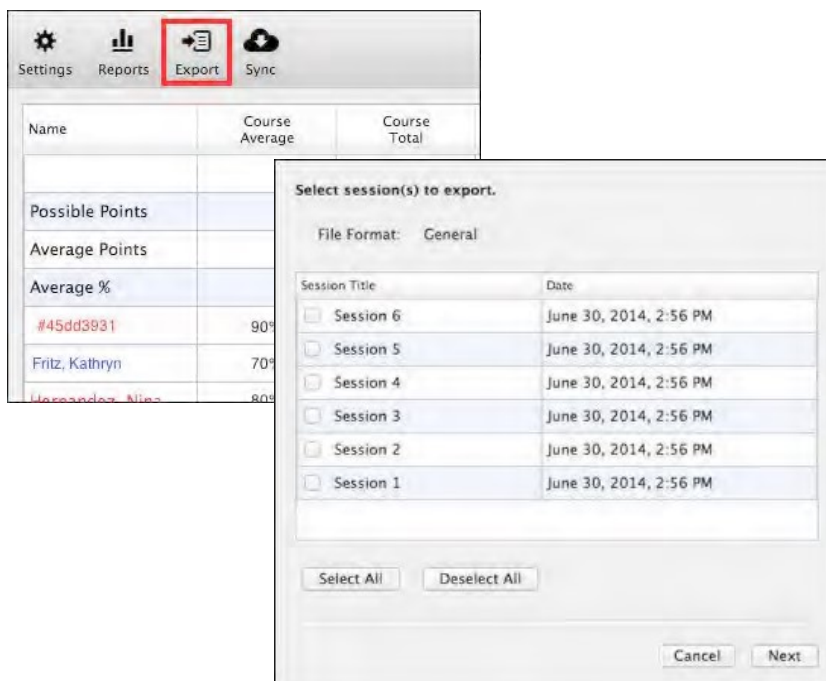
**TIP:** If you notice an error with the student name or ID, you must change that information in the roster.txt file or the Learning Management System, and then choose to sync the gradebook.



# Export Polling Results

Student polling results can be exported from the gradebook to a comma-separated values (.csv) file that can be opened by a spreadsheet program or imported into another program or Learning Management System (LMS).

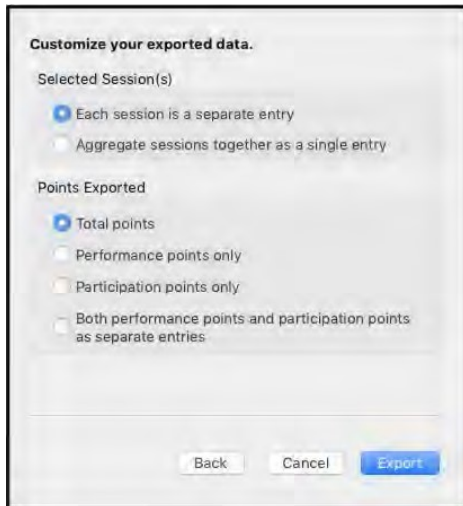
From the gradebook, click the **Export** option. This opens a window with a list of the sessions available to export. Select some or all of the sessions to include in the exported file.



Notice that the file format in the example shows "General." If you intend to upload the exported file to an LMS, update your gradebook setting to select your LMS before you export. Specifying an LMS in the gradebook settings ensures that the exported csv file will be properly formatted for upload to your LMS.

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

You can also choose how you want to export the points earned by each student. Points can be exported as the overall total, just the performance points, just the participation points, or both types of points as separate entries.



The screenshot shows a dialog box titled "Customize your exported data." with two main sections. The first section, "Selected Session(s)", contains two radio button options: "Each session is a separate entry" (which is selected) and "Aggregate sessions together as a single entry". The second section, "Points Exported", contains four radio button options: "Total points" (selected), "Performance points only", "Participation points only", and "Both performance points and participation points as separate entries". At the bottom of the dialog are three buttons: "Back", "Cancel", and "Export".

**Customize your exported data.**

Selected Session(s)

- ☒ Each session is a separate entry
- ☐ Aggregate sessions together as a single entry

Points Exported

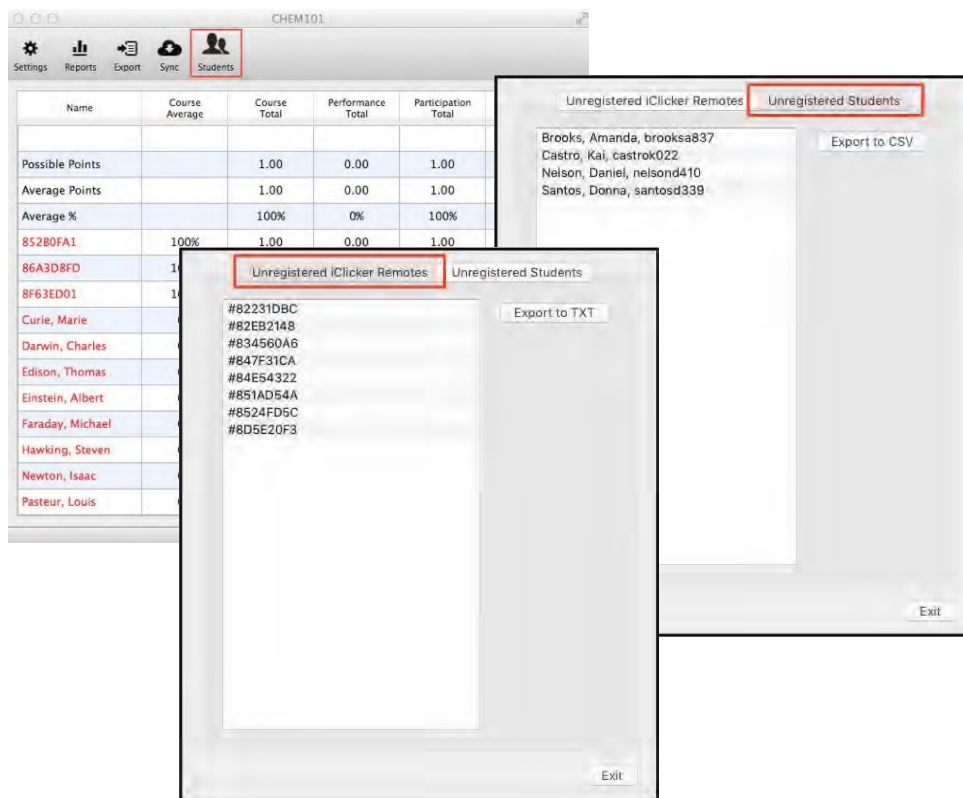
- ☒ Total points
- ☐ Performance points only
- ☐ Participation points only
- ☐ Both performance points and participation points as separate entries

Back Cancel Export

# View and Export Unregistered Remotes and Students

iClicker Classic supports viewing and exporting unregistered students and remotes to help you manage your class.

From the iClicker Classic gradebook, click the **Students** option to open the **View and Export Unregistered Remotes/Students** window.



Toggle the list between unregistered remotes and students using the tab buttons at the top of the window. You can export the unregistered remotes as a .txt file and the unregistered students as a .csv file.

***Part V:***  
*Using Self-Paced Polling (SPP)*

# *SPP Feature Overview*

The self-paced polling option in iClicker Classic 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 from the gradebook 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.

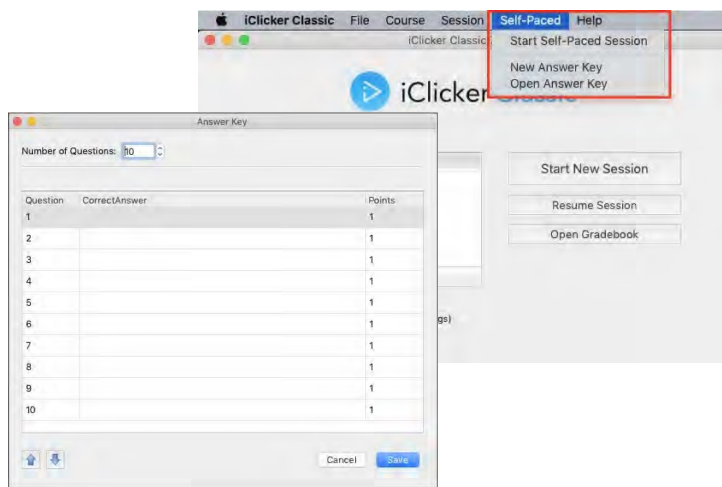
**TIP:** When using self-paced polling, require that your students write their answers on a sheet of paper that is turned in. This document will serve as a record of their answers in case students dispute the accuracy of the remotes.

**IMPORTANT:** iClicker Classic's self-paced polling feature is only compatible with students using the iClicker2 remote.

## Create or Edit 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 as students respond. Using an answer key is optional as you can simply run a self-paced poll and grade the results later.

You can create a new answer key or edit an existing one by selecting the appropriate option under the **Self-Paced** menu.

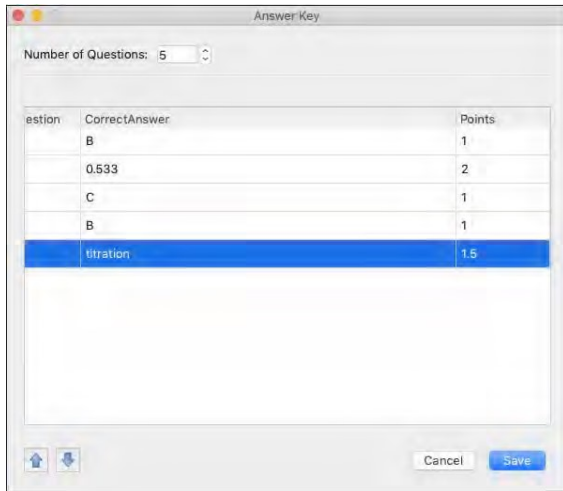


When a new answer key is being created, the **Answer Key** window opens with 10 questions by default. You can edit the number of questions to 1-99 and the table below updates immediately to add or remove rows.

The points for each question are pre-populated based on the Scoring setting for performance points for correct response. There are no participation points or points for responding awarded for SPP. You can edit the points by clicking directly on the points in the table.

Complete the answer key by entering in the correct answer for each question. For SPP, you do not have to specify the question type for each question and your answers can contain alphanumeric entries. However, remember that students using a remote are limited in what they can input as well as restricted to only entering a maximum of 16 characters per question. Answers are not case sensitive.

In the example of a completed answer key below, notice that the number of questions and points have been changed from the default. Also note the variety of answer formats supported by the SPP answer key.



The screenshot shows a window titled "Answer Key". At the top, there is a label "Number of Questions:" followed by a text box containing the number "5". Below this is a table with three columns: "Question", "Correct Answer", and "Points". The table contains five rows of data. The fifth row is highlighted in blue. At the bottom left of the window are two small square buttons with up and down arrows. At the bottom right are "Cancel" and "Save" buttons.

Question	Correct Answer	Points
	B	1
	0.533	2
	C	1
	B	1
	titration	1.5

You can use the buttons in the lower left corner of the window to move the highlighted question up or down in the question list order.

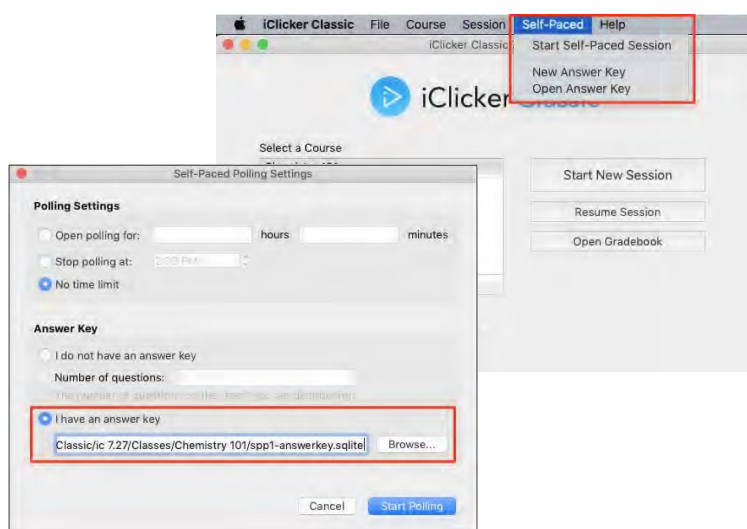
Once you are satisfied with your answer key, save it. You can now use this key for an SPP session or reopen it later to make further edits. To edit an existing answer key, simply select the **Edit Answer Key** option from the **Self-Paced** menu and select the answer key to edit.

## 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.

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

When you are ready to run an SPP session, select the **Start Self-Paced Session** option from the **Self-Paced** menu.



Before the session actually starts, a **Self-Paced Settings** window will open for you to specify some details. To use an answer key, make sure that the **I have an answer key** option is selected and use the **Browse** button to select the answer key you want to use.

You can also specify how long the self-paced polling session should remain open. You can choose to automatically end the SPP session after a certain amount of time passes or at a specific time. By default, the SPP session will show a count-up timer and not end until you manually stop it.



When you are satisfied with the SPP settings, click the **Start Polling** button to close the settings window and open polling. You'll now see the SPP toolbar and students are able to start submitting their answers.



The **Self-Paced Polling Progress Table** allows you to see your students' progress for SPP sessions in real-time. Using the progress table, you can view each student's username, name, percent complete, and the overall class percent complete. When using SPP with an answer key, you can also monitor students' score and the class average.

A screenshot of the 'Self-Paced Polling Results' window. It contains a table with four columns: Student ID, Student Name, Score, and Complete. The table lists four students: dmosley (Mosley, Diana) with 10% score and 10% complete; ktreadway (Treadway, Krissy) with 0% score and 10% complete; dsod (Sod, Dianne) with 10% score and 10% complete; and sray (Ray, Steven) with 0% score and 10% complete. Below the table, it shows 'Class Average: 5%' and 'Average Complete: 10%'. A 'Close' button is at the bottom right.

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%

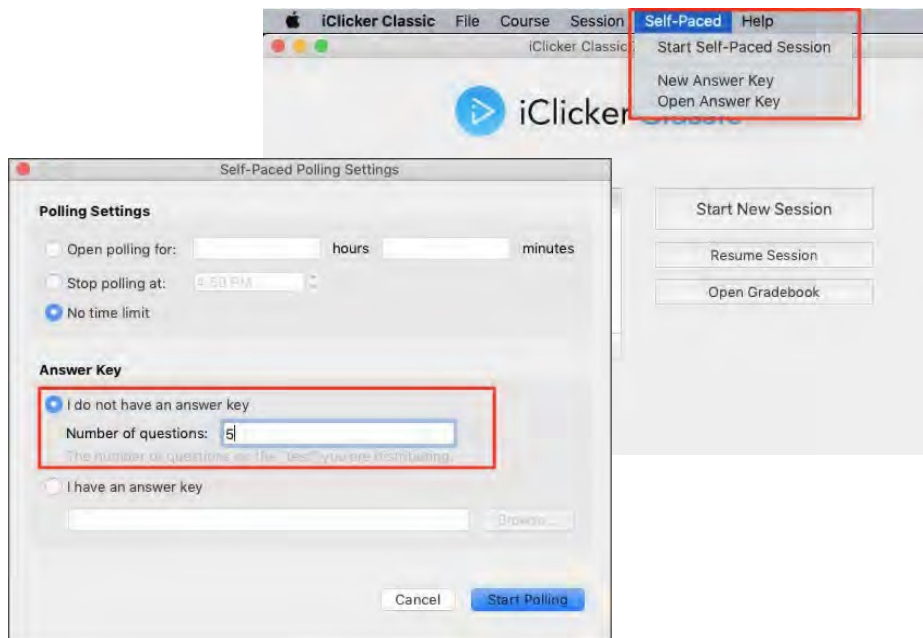
Close

## Use SPP Without 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. When you start a self-paced polling session without an answer key you will need to do your grading in the gradebook after the session is complete. Self-paced polling without an answer key is a fast and easy way to conduct an SPP session because it requires no pre-work. Simply start the SPP session and then grade the session in gradebook the same way you grade other polling sessions.

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

When you are ready to run an SPP session, select the Start Self-Paced Session option from the Self-Paced menu.



Before the session actually starts, a Self-Paced Settings window will open for you to specify some details. Make sure to select the I do not have an answer key option and specify the number of questions in the session.

You can also specify how long the self-paced polling session should remain open. You can choose to automatically end the SPP session after a certain amount of time passes or at a specific time. By default, the SPP session will show a count-up timer and not end until you manually stop it.

When you are satisfied with the SPP settings, click the Start Polling button to close the settings window and open polling. You'll now see the SPP toolbar and students are able to start submitting their answers.



The Self-Paced Polling Progress Table allows you to see your students' progress for SPP sessions in real-time. Using the progress table, you can view each student's username, name, percent complete, and the overall class percent complete. You won't be able to monitor students' score and the class average in real-time for an SPP session that isn't using an answer key.

A screenshot of the "Self-Paced Polling Results" window. It contains a table with four columns: Student ID, Student Name, Score, and Complete. The table lists four students: sod, ktreadway, dmosley, and sray. The Score column for all students is "NA", and the Complete column shows their progress percentages. At the bottom, there is a "Class Average: NA" label and an "Average Complete: 23%" label. A "Close" button is located at the bottom right.

Student ID	Student Name	Score	Complete
sod	Sod, Dianne	NA	20%
ktreadway	Treadway, Krissy	NA	40%
dmosley	Mosley, Diana	NA	20%
sray	Ray, Steven	NA	10%

Class Average: NA      Average Complete: 23%

Close

## ***Part VI:***

### ***Using Demographics***

# *Demographics Overview*

Demographics allows instructors to ask students demographic-related questions then segment future poll results based on the demographic responses. This feature can help facilitate in-class discussions and illuminate a variation in experiences and perspectives.

Have you ever polled your class then, looking at the results, wondered how a particular demographic may influence or bias students to respond a particular way? With iClicker Classic's demographics feature, you can segment poll results based upon student responses to a previous demographics question. For example, you could poll your class about global warming policies then segment the results to see how students responded based on their age, major, or political affiliation. The outcome would be used to kick off in-class discussion.

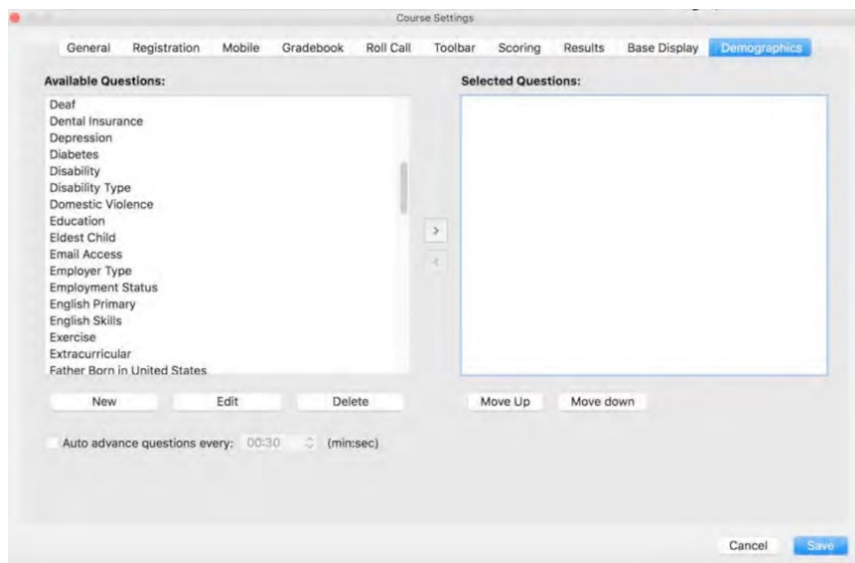
Instructors cannot associate demographic responses to the individual student; the questions and responses do not get recorded in the iClicker gradebook. A snapshot of the segmented results chart is saved for reference.

## Create Your Selected Question List

The Demographics Selected Question list contains questions you designate to use for your course. You can choose from a list of pre-created demographic questions, or create your own questions. Once you run a demographic question, the results can be used to segment future polling results.

**IMPORTANT:** Demographics only support multiple choice questions.

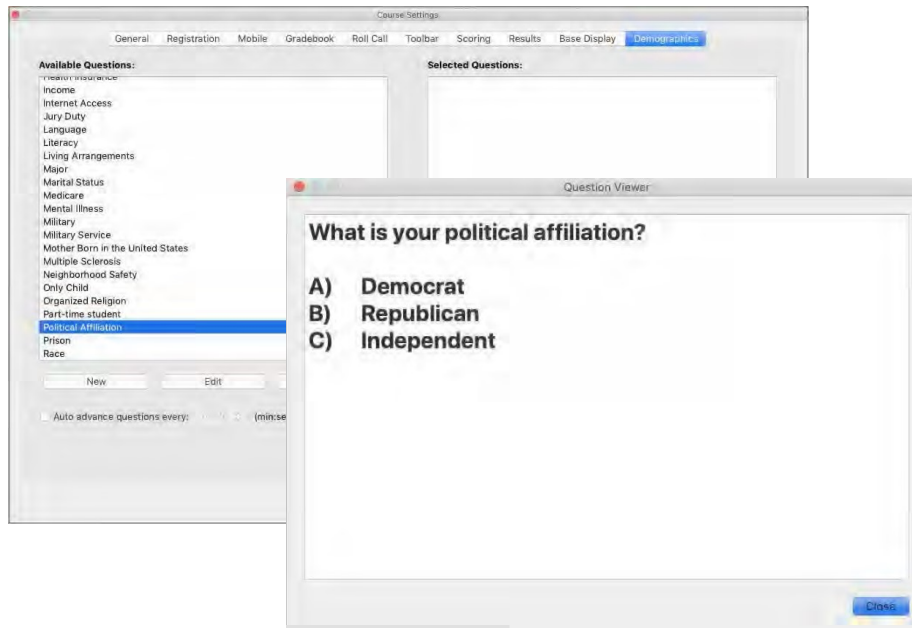
To build your Demographics Selected Question list, open the course settings and navigate to the Demographics tab.



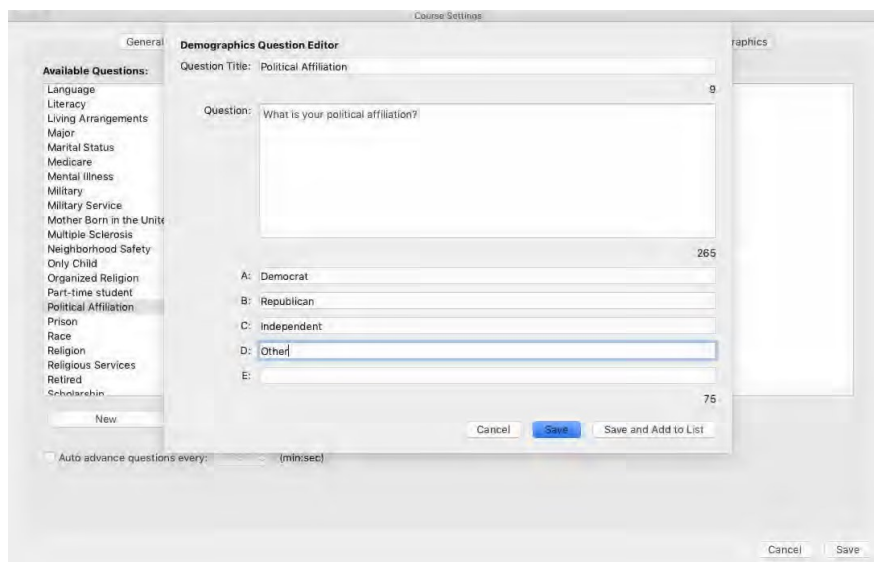
The left-hand side is a list of available demographics questions to use to build your selected question list. iClicker Classic comes pre-loaded with an extensive selection of demographic questions. You may choose to use these questions as they are provided, edit the questions to customize them for your class, or create completely new questions of your own.

Preview a question by double-clicking it to open the Question Viewer window.

The Question Viewer shows you exactly how the question will appear when you run the demographic question in class.



You can edit the question to change the question title, question, or answer choices. Select your question then click the Edit button under the Available Questions list to open the Demographics Question Editor to make your changes.



Alternatively, you may choose to create a completely new question from scratch. Click the New button below the Available Questions list to open the Create New Question form.

The screenshot shows the 'Create New Question' dialog box. On the left is a list of 'Available Questions' including categories like Language, Living Arrangements, Major, Marital Status, Medicare, Mental Illness, Military, Military Service, Mother Born in the United States, Multiple Sclerosis, Neighborhood Safety, Only Child, Organized Religion, Part-time student, Political Affiliation, Prison, Race, Religion, Religious Services, Retired, and Scholarships. The main area has a 'Question Title' field (30 characters), a 'Question' text area (300 characters), and five answer choice fields labeled A, B, C, D, and E (80 characters each). At the bottom left is a checkbox for 'Auto advance questions every' with a time unit '(min:sec)'. At the bottom right are 'Cancel' and 'Save' buttons.

**Question Title:** A descriptive label shown in settings, results chart, and gradebook to refer to the question. Maximum 30 characters

**Question:** The question text. Maximum 300 characters.

**A-E:** Text that appears next to A-E choices. If left blank, the option is not shown when the question is presented. Maximum 80 characters per answer choice.

When you have finished entering in this information, you can either select **Save** to save the question to the Available Questions list or select **Save and Add to List** to save the question and immediately add it to the Selected Questions list.

In order to use a demographics question in class, the question must appear in the Selected Questions list. Use the left / right arrow keys to move questions between the Available Questions and Selected Questions lists.

**NOTE:** If you move a question from Selected Questions to Available Questions and have already run a poll and /or segmented using this information, you will lose that data! An alert dialog will warn you if your action will result in data loss.

The order of the questions in the Selected Questions list is the same order that the questions will be shown when you run demographics in a session. It is also the same order you will see screenshots of the segmented data in the gradebook. The order of the questions can be rearranged by highlighting a question in the Selected Questions list and clicking the **Move Up** or **Move Down** button to set a new position in the list.



## **Auto Advance Questions**

If you choose to run more than one demographics question in class, you have the option to auto advance the questions after a set amount of time. Select the Auto advance questions check box and use the dropdown menu to choose the amount of time before advancing to the next question. If you do not select this option, the next question is automatically started only after you manually end the active question.

# Run Demographic Questions

Collect responses to your demographics questions during class by running demographic polls. Once you collect this data, it can be used to segment future polling results for your course.

While in a class session, you can choose run questions from the demographics selected question list. Click the **Options** (gear) icon on the toolbar to expand the menu to make your demographics selection.

**IMPORTANT:** Demographics data must be collected before any polling questions that you would like to apply this information to.



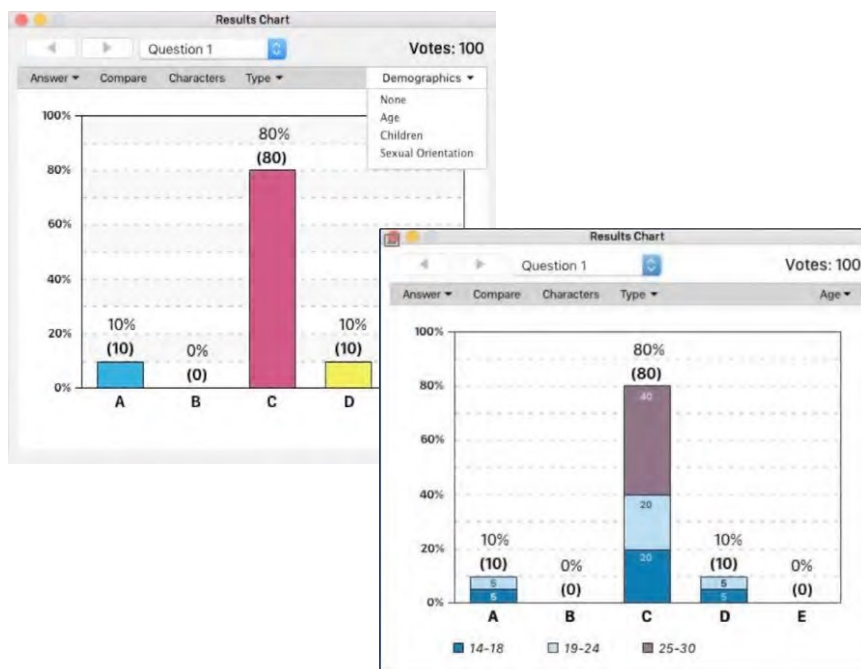
**Run All Demographics:** iClicker Classic presents all the demographics questions in the Selected Questions list; automatically starting the next question in the list when the current question ends until all questions have been run.

**Select Demographics Question:** Select a specific demographics question to run from your list of Selected Questions that opens from the menu. This question list is built from the course Demographics settings.

## View Segmentation Results During Class

After demographics questions have been run, the data can be used to segment the results for other polling questions.

After running a poll, open the Results Chart, then choose Demographics from the dropdown menu. You will see your demographics question list. Choose any one of the demographics questions to segment the results.



**NOTE:** You can only segment by ONE demographics question at a time. If you choose a question that you have not collected information for, an alert will notify you that there is no demographics data and the results chart will not change. A tab for this demographics question will also appear in the gradebook, but it will not have any segmented information as no data was collected.

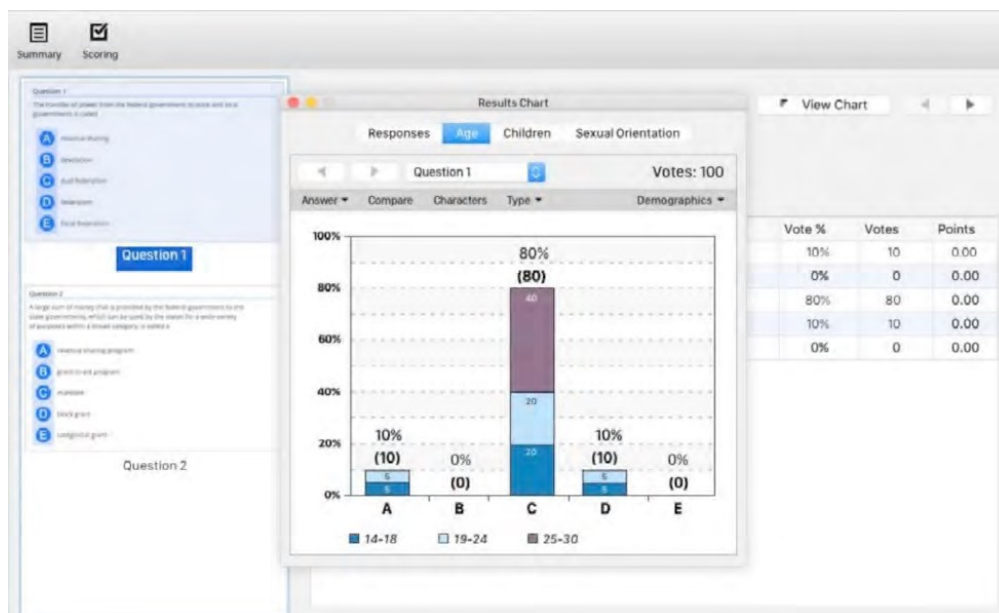
## View Segmentation Results After Class

Demographics questions are meant to collect anonymous information so you will not see the demographics questions and responses in your gradebook. However, a snapshot of the in-class results with the demographics segmentation may be available.

You will only see demographics information if you choose to apply a demographics filter to a poll in the results chart during class. A snapshot of the results chart gets saved and can be viewed in the gradebook after class.

To view these images in your gradebook, select **Open Gradebook** from the iClicker Classic home screen. Choose the session you wish to see and click the View hyperlink.

Then select the question you'd like to see in the left-hand column and click the View Chart button. Once the chart opens you will see tabs at the top starting with Responses and continuing with any demographics filters you applied during the session.



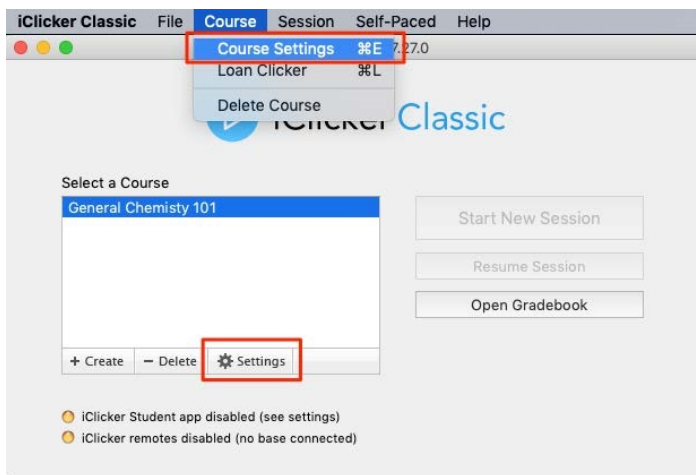
## ***Part VII:***

### *Customize Your Course Settings*

# Course Settings Overview

iClicker Classic is 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. Settings are course-specific, organized into nine tabs.

Select the **Settings** (gear) button or choose **Course Settings** from the **Course** menu to view the course settings.

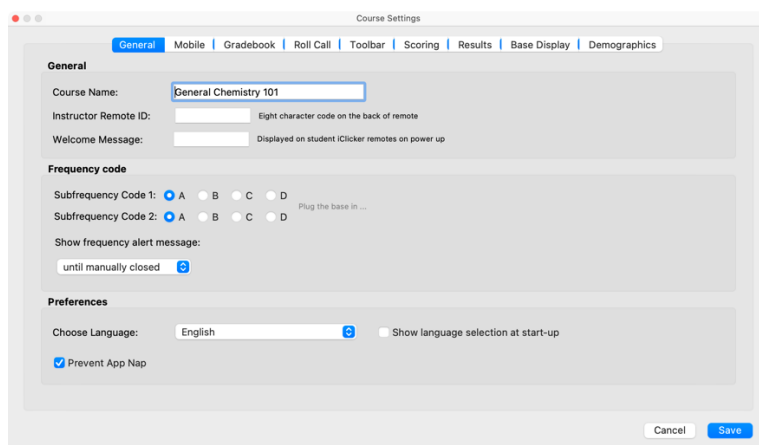


The following sections describe each of the nine settings tabs:

- General
- Mobile (discontinued for Classic)
- Gradebook
- Roll Call
- Toolbar
- Scoring
- Results
- Base Display
- Demographics

# General Settings

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.



The screenshot shows the 'Course Settings' window with the 'General' tab selected. The 'Course Name' field contains 'General Chemistry 101'. The 'Instructor Remote ID' field is empty, with a note 'Eight character code on the back of remote'. The 'Welcome Message' field is empty, with a note 'Displayed on student iClicker remotes on power up'. Under 'Frequency code', 'Subfrequency Code 1' and 'Subfrequency Code 2' both have 'A' selected. A note 'Plug the base in ...' is next to the second code. The 'Show frequency alert message' dropdown is set to 'until manually closed'. Under 'Preferences', 'Choose Language' is set to 'English', and 'Show language selection at start-up' is unchecked. The 'Prevent App Nap' checkbox is checked. 'Cancel' and 'Save' buttons are at the bottom right.

## General

**Course Name:** Your course name does not need to match the official course name used by your school. If your class uses the iClicker Student app, students will see this course name to join your class so it should be detailed enough for students to properly identify it. iClicker immediately saves changes to the course name upon moving the focus out of the field.

**Instructor Remote:** The instructor remote controls polling functions and slide navigation of your presentation software, allowing you freedom to move around the room while conducting iClicker Classic polls. The remote ID is an 8-character alphanumeric code (e.g., 8561E331) located on the back of the remote.

**Welcome Message:** The optional welcome message allows you to set an 8-character message that will appear on the LCD screen of your students' iClicker2 remotes when powered on. You may choose to add your course code as the welcome message (e.g., CHEM101). The welcome message is a great way to let students know they are voting in the correct class.

## Frequency Code

The iClicker 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 iClicker, you should not modify this frequency. However, if another instructor is using iClicker Classic or iClicker Cloud in close proximity, one of you must use a different channel.

At the beginning of each session, iClicker Classic checks for base stations in close proximity using the same frequency as your setting. If a base nearby uses the same frequency, iClicker will prompt you to change the frequency.

If iClicker is in use across your institution, you may also need to coordinate frequencies with your IT administrator. They may have already assigned a channel to each classroom to avoid conflicts.

**IMPORTANT:** If you are not using the default AA frequency, students will need to change the frequency code on their clickers at the beginning of each class.

**Show Frequency Alert:** You have the option to show an alert message at the start of your first polling question that displays the 2-letter frequency code as a reminder for students to set their remotes to the correct code. This is an especially useful tool if you are not using the default AA frequency. The duration of the alert can be set with the dropdown menu.

## Other Preferences

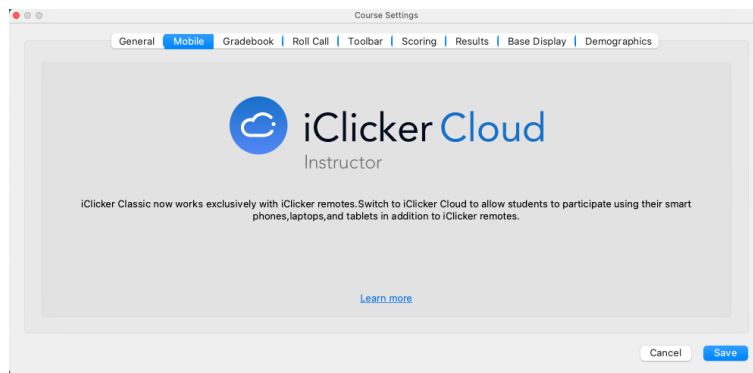
**Language:** You can set the default language and control whether you are asked at start-up to specify the language.

**Prevent App Nap:** This is a Mac-specific setting to prevent App Nap from putting iClicker into an unresponsive state if you do not interact with it frequently enough during class. This setting is selected by default and it is recommended not to change it.



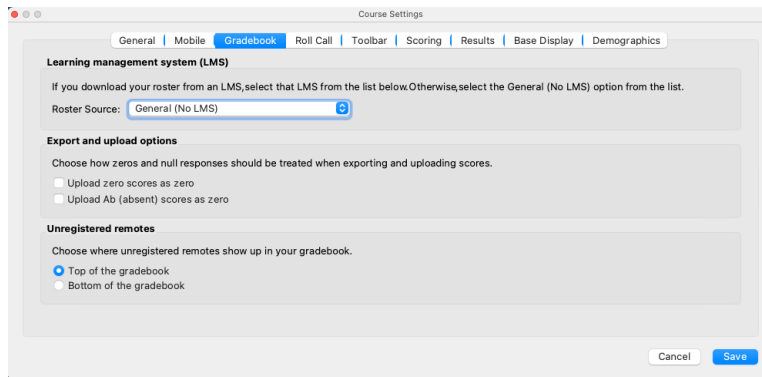
## *Mobile Settings (Discontinued for Classic)*

iClicker Classic no longer supports voting with mobile devices. If you are interested in polling using computers and other smart devices either exclusively or along with iClicker remotes, you need to use iClicker Cloud software. iClicker Cloud is available free to instructors and can be downloaded from the iClicker website ([www.iclicker.com](http://www.iclicker.com)).



# Gradebook Settings

Use the Gradebook settings to specify the source for your student roster, export options, and how unregistered remotes are displayed in the gradebook.



The screenshot shows the 'Course Settings' dialog box with the 'Gradebook' tab selected. The 'Learning management system (LMS)' section has a dropdown menu for 'Roster Source' set to 'General (No LMS)'. The 'Export and upload options' section has two checkboxes: 'Upload zero scores as zero' (unchecked) and 'Upload Ab (absent) scores as zero' (unchecked). The 'Unregistered remotes' section has two radio buttons: 'Top of the gradebook' (selected) and 'Bottom of the gradebook' (unselected). 'Cancel' and 'Save' buttons are at the bottom right.

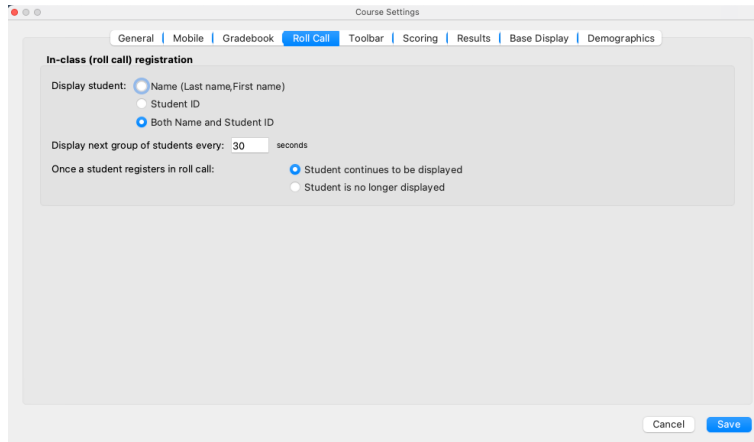
**Roster Source:** If you download your roster from a Learning Management System (LMS), select that LMS from the **Roster Source** menu. If you are not using an LMS, select the **General (No LMS)** option.

**Export Ab (absent) scores as zero:** When this checkbox is selected, all null (Ab) responses are exported as zeros. When unselected, the value is left blank.

**Unregistered remotes and unknown users:** Unknown remotes and unknown users can either be displayed at the top or the bottom of the gradebook roster.

# Roll Call Settings

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 the **Prepare Your Roster** section for more details on registering students.



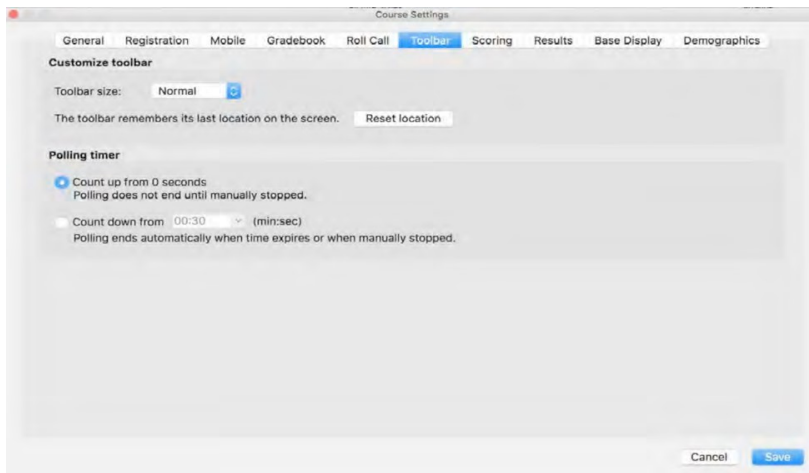
You can choose to display the student names and IDs in the **Roll Call** window or show both.

Depending on the size of the class (e.g., 3040 students), all of the student names may not fit in the Roll Call window. If that is the case, iClicker Classic 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's name or hide it.

# Toolbar Settings

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



## Customize 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 clicking the **Reset location** button.

## Polling Timer

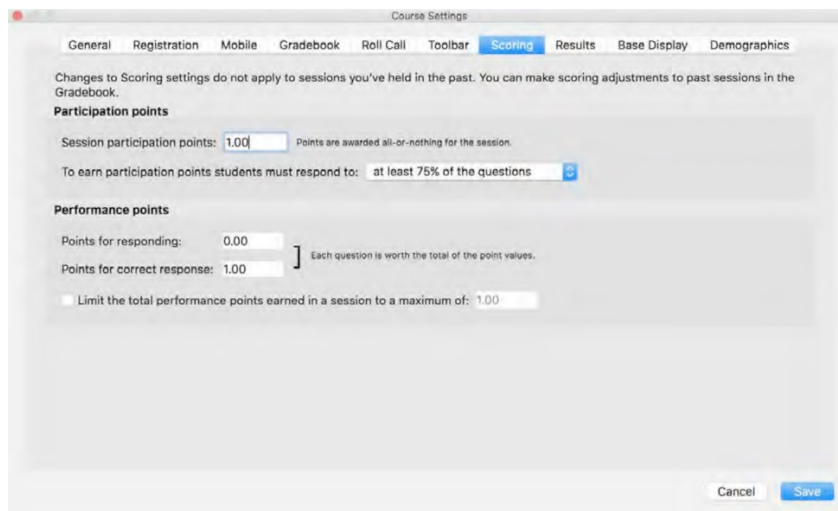
When you start a polling, question a timer begins. By default, the timer counts up starting with zero and will continue until you end polling. You can change the timer to count down from a specified amount of time and automatically end polling when the timer reaches zero.

**TIP:** In countdown mode, the up/down buttons to the right of the timer allow you to add or subtract 15 seconds as needed. You can also stop polling early using the Stop button.

# Scoring Settings

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

**IMPORTANT:** Changes made to the **Scoring** settings apply only to new polling sessions. Changes to past sessions need to be made from the gradebook.



The screenshot shows the 'Course Settings' window with the 'Scoring' tab selected. The window has a title bar 'Course Settings' and a menu bar with 'General', 'Registration', 'Mobile', 'Gradebook', 'Roll Call', 'Toolbar', 'Scoring', 'Results', 'Base Display', and 'Demographics'. Below the menu bar, a message states: '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.' The 'Participation points' section includes a text input for 'Session participation points' set to '1.00' and a dropdown for 'To earn participation points students must respond to:' set to 'at least 75% of the questions'. The 'Performance points' section includes text inputs for 'Points for responding:' (0.00) and 'Points for correct response:' (1.00), with a bracket indicating 'Each question is worth the total of the point values.' There is also a checkbox for 'Limit the total performance points earned in a session to a maximum of:' set to '1.00'. At the bottom right are 'Cancel' and 'Save' buttons.

## Participation Points

iClicker Classic awards participation points to students who attend and respond during lecture to encourage student engagement. These points are awarded based on the overall session participation, not by individual questions and not based on correctness of the response.

**Session participation points:** Points the students earn for the session when meeting the participation requirement. Points are awarded all or nothing.

**Participation points criteria:** Sets the requirement students need to meet in order to earn the session participation points. Depending upon the total number of questions, iClicker Classic 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 (regardless of correctness) to earn the participation points.

## Performance Points

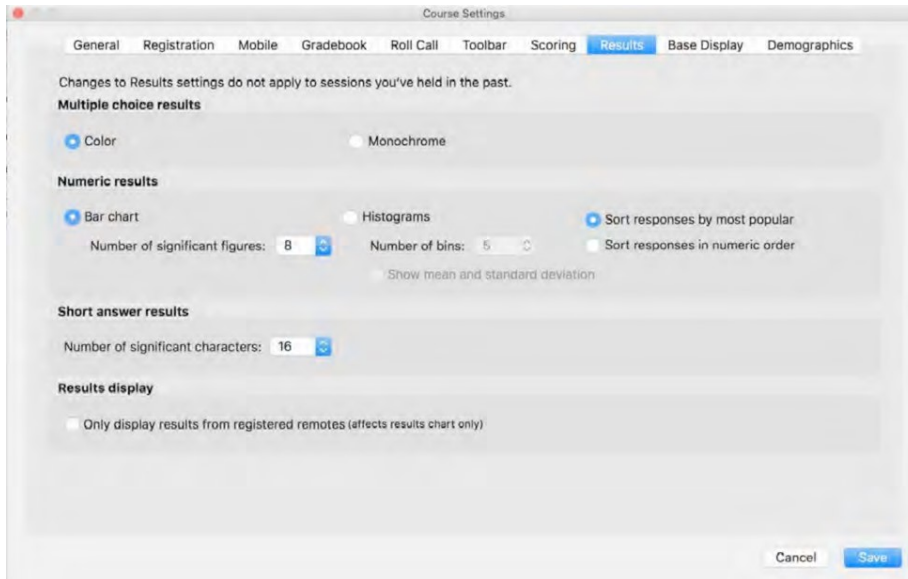
iClicker Classic awards performance points to students per question for specific answers. Performance points are comprised of two parts: responding and responding correctly.

- **Points for responding to a question:** This is the number of points students receive just for responding to the question. These points are different from participation points as they award points for performance by question, whereas participation points award students for participation by session.
- **Points for a responding correctly to a question:** These points are only awarded for responding correctly to a question. These points are earned in addition to any performance points you award for simply answering the question.
- **Performance points limit:** This is the maximum number of points a student can earn in the 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 they can earn for that session is 5 points.

**IMPORTANT:** Changes to **Scoring** settings only apply to future polling sessions. If you want to change the scoring for a past session, use the gradebook to make those adjustments.

# Results Settings

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



## Multiple Choice Results

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.

## Numeric Response Results

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.

## Short Answer Results

Number of Significant Characters: 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.

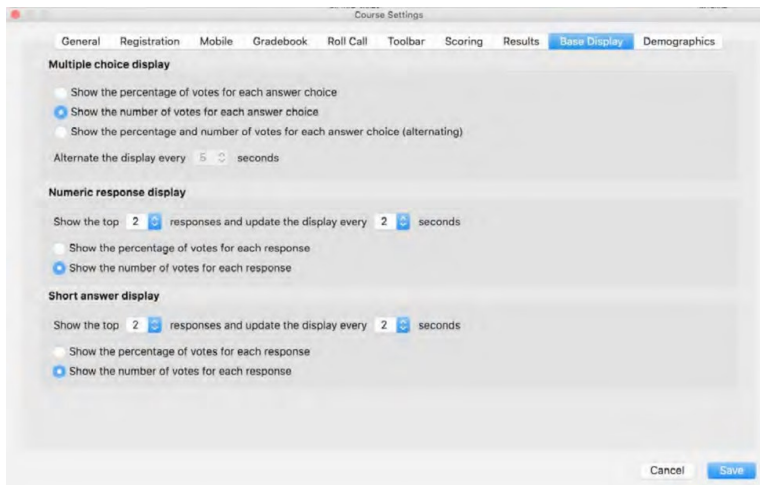
## Remotes Results

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



# Base Display Settings

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



## Base Display for Multiple Choice

During polling, the iClicker Classic 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 specify the amount of time before alternating the display

## Base Display for Numeric Response

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

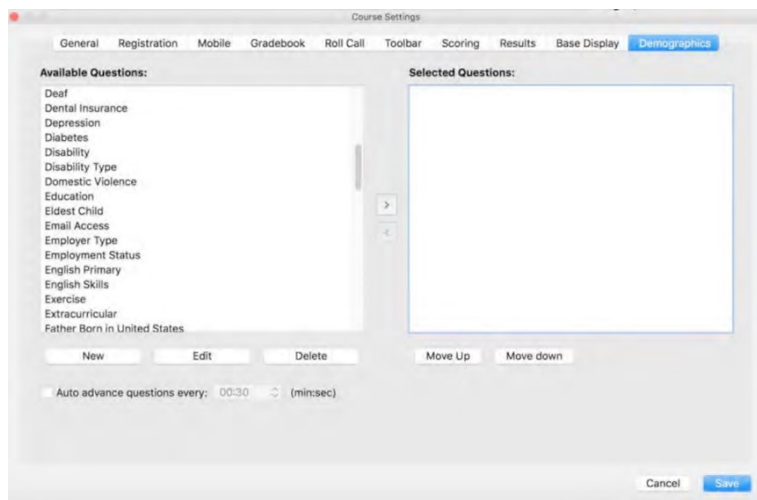
shown. You may also choose to show the top responses as percentage of votes or number of votes.

## **Base Display for Short Answer**

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.

# Demographics Settings

iClicker Classic's Demographics settings allows instructors to select and create new demographics questions for segmentation of polling results. See the Using Demographics section of this guide to learn more about how these questions are used.



***Part VIII:***  
*Learn More About iClicker Classic*

## Use an Instructor Remote

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 iClicker Classic polling sessions.

### iClicker Instructor Remote Function



The five response buttons (A, B, C, D, E) control key functions of the iClicker Classic polling and presentation software. The iClicker 2 instructor remote also includes a laser pointer and provides the capability to change the question type.

### Tips for Using the Instructor Remote:

- Many instructors use the blue standard iClicker remote as the instructor remote. There are no technical differences between the blue iClicker1 or iClicker+ instructor remote and a white iClicker1 or iClicker+ student remote, respectively. The color is designated to make it easier for you to keep track of your individual and loaner remotes. The iClicker2 instructor remotes, on the other hand, are designed specifically for use by instructors and cannot be used as student remotes.
- To control your presentation software, the presentation software must be the "active" (focused) application on your computer screen. If unsure whether the presentation software has focus, try using the keyboard forward/back arrow keys to control the presentation. If the keyboard doesn't work, it is likely because the presentation is not in focus.

# *iClicker Classic with Presentation Software and Videos*

The iClicker Classic 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 iClicker Classic with your presentation software.

## **Microsoft PowerPoint**

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

## **Apple Keynote**

Keynote users must change a preference in the **Slideshow Preferences** window in order for iClicker Classic 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 iClicker Classic toolbar or any iClicker Classic window "disappears" behind your Keynote presentation, press **Command+Tab** on your keyboard and toggle to the iClicker Classic application icon. This brings the iClicker Classic toolbar back into view.

## Prezi

iClicker Classic 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 iClicker Classic 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, iClicker Classic may force Prezi out of full-screen mode. Download your Prezi presentation to your computer or thumb drive to resolve this issue.

## Online Videos

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

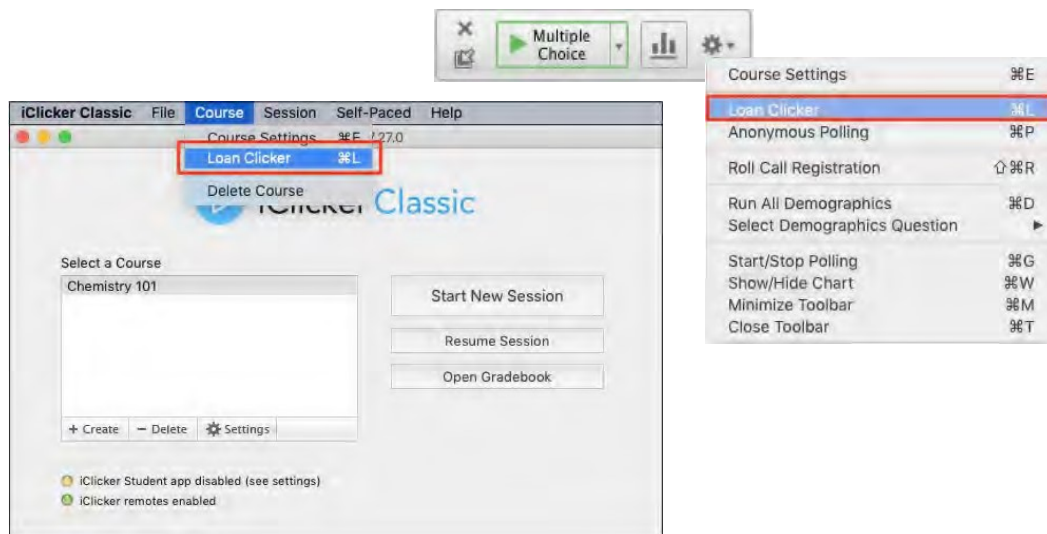
# Loan a Remote to a Student

A remote can be assigned to an individual student as a "loan" with the duration set to either the entire term or just for the active session.

**Permanent Loan:** The remote is assigned to the student for the duration of the course. This option is not only useful to actually loan a clicker, but also for registering an individual remote for the occasional late addition to your course or for a student who buys a new remote partway through the term.

**Temporary Loan:** The remote is assigned to the student only for the active session. This is truly for lending a student an extra remote you may have when they forget to bring their remote to class.

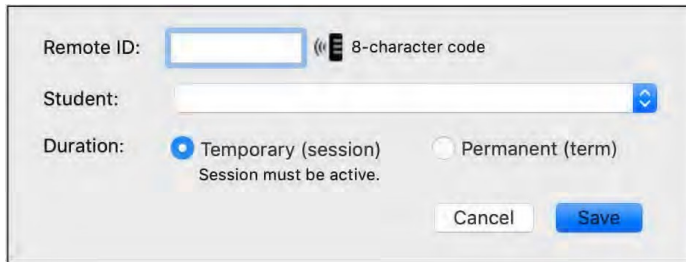
The two locations where the Loan Clicker window can be accessed are from the Courses menu when a session is not active and from the toolbar's Options (gear) menu when a session is active.



**NOTE:** Although the **Loan Clicker** window can be opened from either location, the **Temporary** duration option is only enabled when a session is active.



## Loan Clicker Window

The image shows a 'Loan Clicker Window' dialog box. It has a light gray background and a thin border. At the top, there is a 'Remote ID:' label followed by a text input field. To the right of the input field is a small icon of a remote control and the text '8-character code'. Below this is a 'Student:' label followed by a drop-down menu. Underneath the drop-down menu are two radio buttons: 'Temporary (session)' which is selected with a blue dot, and 'Permanent (term)' which is unselected. Below the 'Temporary (session)' radio button is the text 'Session must be active.' At the bottom of the window are two buttons: 'Cancel' and 'Save'.

**Remote ID:** The remote ID field is not case-sensitive. If a session is active, the remote ID can be transmitted to this field by pressing any of the A-E buttons on the remote. This feature is useful for avoiding entry errors or when the remote ID on the device is illegible. Accepting a remote transmission is only enabled from an active session and is indicated by an active **Transmit** icon next to the Remote ID entry field.

**Student:** Your roster populates this drop-down list.

**Duration:** The Temporary option is disabled if a session is not active.

**IMPORTANT:** The student names in the list are populated from your roster. You must prepare a roster before you can loan a clicker to a student.

# *Change the Frequency Code on a Remote*

If you change the base station frequency from the default AA code, your students also need to change the frequency on their remotes. The instructions for changing the frequency code varies depending on the model of the remote.

**NOTE:** The iClicker base must be plugged in and a session must be started before students can change the clicker frequency. When you start a polling question, a window displaying the frequency code can open if set in the Polling settings.

## **iClicker1 and iClicker+ Remotes**

Students with these models must change their remote frequency at the beginning of each session.

1. Press and hold the **On/Off** power button until the power indicator light flashes.
2. Enter the 2-character frequency code using the A-D buttons on the remote. Once a student successfully enters the code on a clicker, the Power light stops flashing.

## **iClicker2 Remotes**

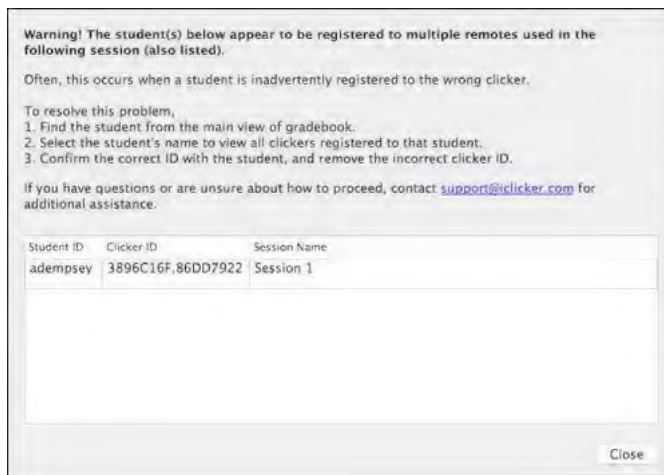
The iClicker2 remote remembers the last saved frequency. If your students change the frequency in your class and do not later change frequencies again, the iClicker2 remote retains the frequency from the previous session and briefly displays the frequency code on the LCD when powered up.

1. Press and hold the **On/Off** power button until the LCD screen shows a flashing frequency code.
2. Enter the 2-character frequency code using the A-D buttons on the remote. A checkmark briefly appears on the remote LCD indicating that you have successfully reset the frequency code.

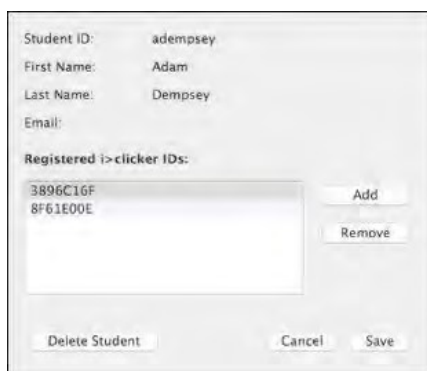
# Resolving Multiple Remote Warnings

While it is not likely, a student may be associated with two remotes. If this happens, iClicker Classic alerts you when you open or close the gradebook. You can resolve the issue by editing the student record to remove a remote ID.

1. Review the multiple remote warning.
2. Make a note of the listed student(s) who have two or more remote IDs.



3. From the gradebook, double-click the student record to edit. The **Student Details** window opens that shows the student information with options to edit the registered remotes.



4. Highlight the remote ID and click the **Remove** button.

# Manage Unregistered iClicker Remotes

Within the iClicker Classic gradebook, you can assign or remove unregistered remotes. If you only have a few unassigned remotes, follow the steps in this section to resolve. Otherwise, refer to the instructions for preparing your roster.

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

1. Select a course and choose to access the gradebook.
2. Double-click a remote D to open the **Unregistered Remote** window.



The screenshot displays the iClicker Classic gradebook interface. On the left, a table lists student performance metrics. A red arrow points from the 'Unregistered Clicker' ID '45dd3931' in the table to the 'Unregistered Clicker' field in the dialog box on the right.

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

Unregistered Clicker: 45dd3931

Assign to student ID:

3. Assign the remote ID to a student or remove the unregistered remote from your course.

If the student to be assigned does not appear in the list, you will need to add that student to the roster file then try again.