



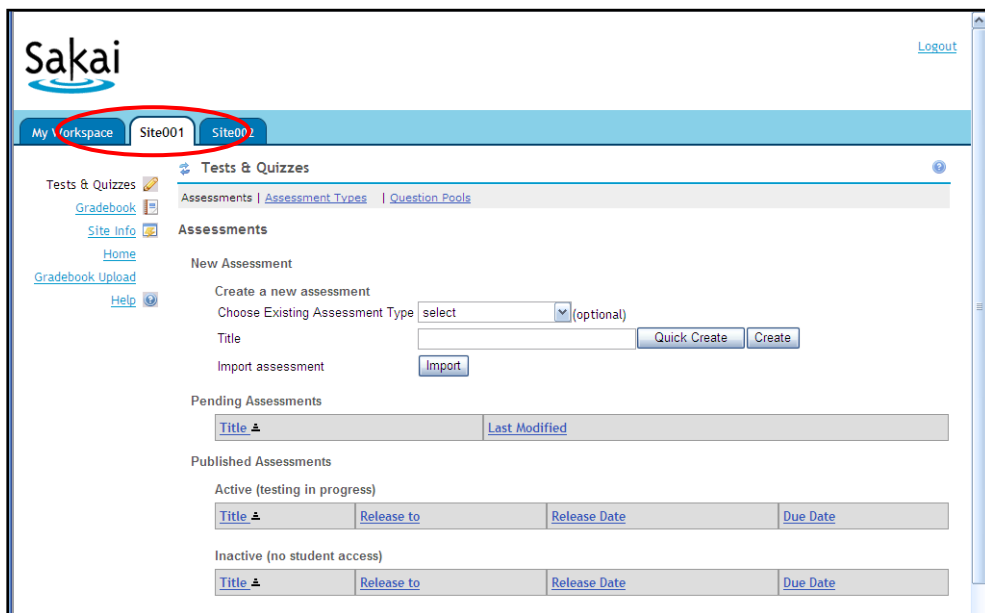
Using Sakai [Version 2.5] and i>clicker

NOTE: Native Sakai does not support importing additional scores/files into the course grade book. In order for you to import i>clicker polling data into your Sakai course, your Sakai administrator will need to a custom PHP script to allow you to easily upload your polling data (from i>grader) into Sakai.

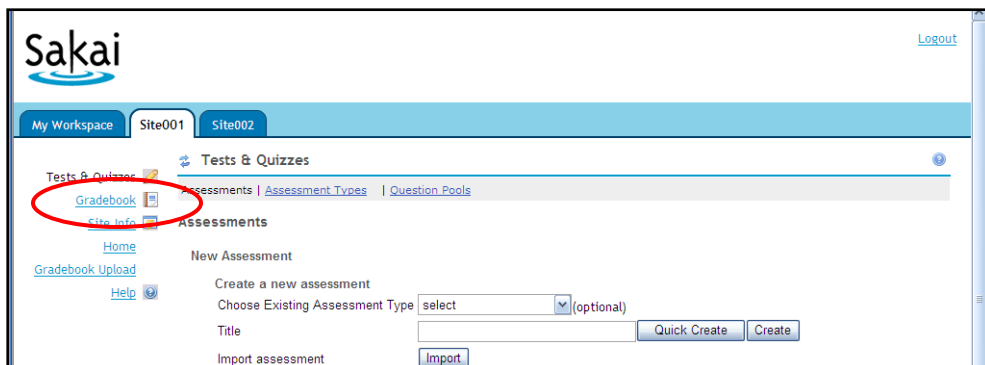
Using your Sakai 2.5 roster to register clickers:

1. **Log into Sakai.** Select the Course for which you are using i>clicker. In the sample screen shot below, you will two sample courses as tabs (Site001 and Site002).

Note: The appearance of your login screen will vary depending on the customizations made to the Sakai at your campus.



2. Once you are in the course, on the left navigation, locate the “Gradebook”



- From the “Gradebook tab,” locate and select “Course Grades.”

The screenshot shows the Sakai Gradebook interface. At the top, there is a navigation bar with 'My Workspace', 'Site001', and 'Site002'. Below this, the 'Gradebook' section is active, and the 'Course Grades' tab is highlighted with a red circle. The interface includes a sidebar with links for 'Tests & Quizzes', 'Gradebook', 'Site Info', 'Home', 'Gradebook Upload', and 'Help'. The main content area displays the 'Course Grades' page, which includes a description of the gradebook, a 'Course Summary' section showing 'Total points' (2,230) and 'Average Course Grade' (F (8%)), and a 'Grading Table' section. The 'Grading Table' has a search bar and a table with columns for 'Student Name', 'Student ID', 'Points', 'Course Grade', 'Log', and 'Grade Override'. The table lists two students: 'lastname01, firstname01' with 233 points and 'lastname02, firstname02' with 140 points.

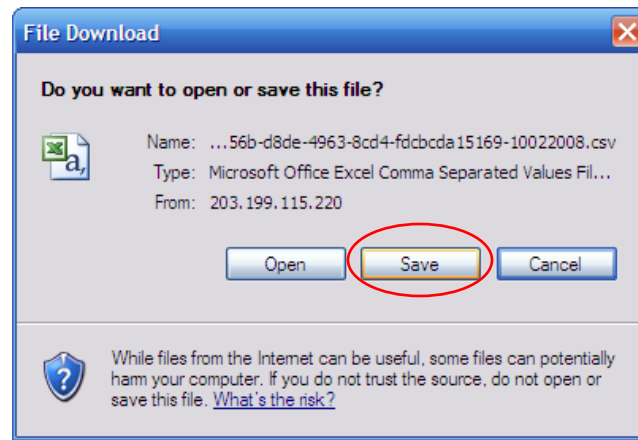
Troubleshooting tip: The options you see in the Grades screen may vary, depending on your campus’s Sakai installation and the settings created by your Sakai administrator. If any of the choices described in the above step are not available to you, please contact your Sakai administrator for help downloading and modifying the Gradebook file to work with i>clicker.

- Scroll down to the bottom of the “Course Grades” screen. Locate and select “Export Course Grades.”

This close-up screenshot shows the bottom portion of the 'Course Grades' screen. It features a table with five rows of student data. Below the table, there are four buttons: 'Save Changes', 'Clear Changes', 'Calculate Course Grades', and 'Export Course Grades'. The 'Export Course Grades' button is highlighted with a red circle.

Student Name	Student ID	Points	Course Grade	Log	Grade Override
lastname01, firstname01	student01	233	F (12.73%)		<input type="text"/>
lastname02, firstname02	student02	140	F (7.36%)		<input type="text"/>
lastname03, firstname03	student03	53	F (2.78%)		<input type="text"/>
lastname04, firstname04	student04	200	F (10.52%)		<input type="text"/>
lastname05, firstname05	student05	194	F (10.21%)		<input type="text"/>

5. A “File Download” window will appear. Select “Save” and, if prompted, save the file to a location where it can be easily found, such as your desktop. You can also save the file right in your i>clicker course folder (the folder initially called MyCoursePC or MyCourseMac—you probably have re-titled this folder to match the name of your course/section).

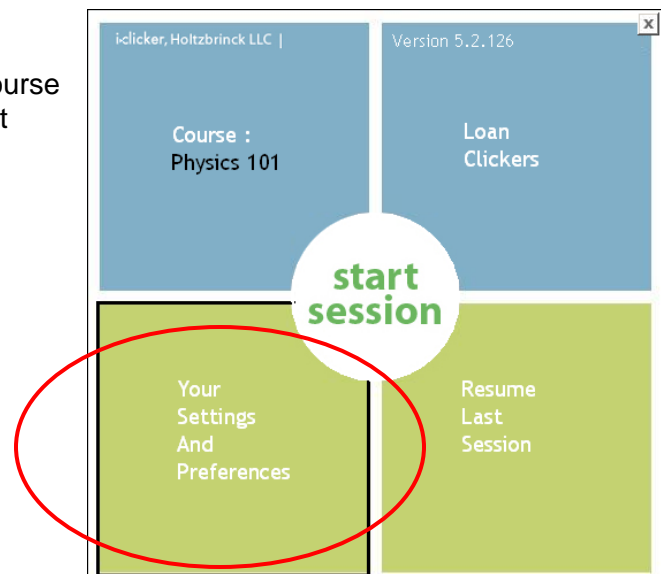


6. When prompted to save the file, you can also rename it. **Rename the file to sakaigradebook.csv.**

If you did not save the file in your i>clicker course folder, find the file on your computer.

7. If you have not already done so, move the new “sakaigradebook.csv” file directly into your i>clicker course folder. Make sure the file is correctly named.

8. Start the i>clicker program by double-clicking the “iclicker.exe” icon in your course folder. From the welcome screen, select “Your Settings and Preferences.”



9. Locate the “Registration/Export” tab.

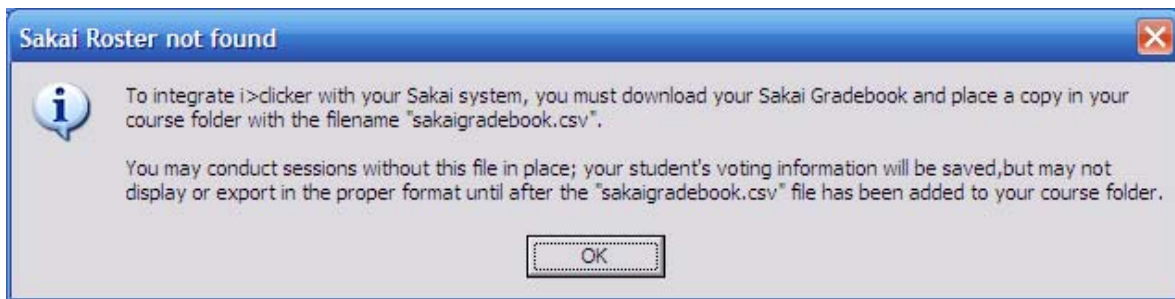
10. Under “Course Management System in Use,” select “Sakai [Ver 2.4, 2.5]”

11. At the bottom of the screen, choose “Set for Course.”

Troubleshooting tip: Unless your institution is hosting registration on campus/locally, the Web Registration field should be blank. *(The first release of i>clicker required a special school code for each institution; we’ve since eliminated that requirement.)*

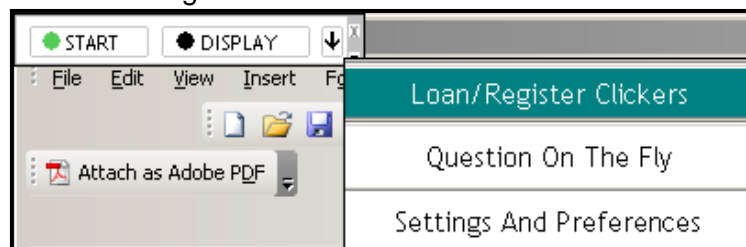


Important Note: If you modify the i>clicker Settings and Preferences as described above, but do not go through the process of downloading your Sakai roster and placing it in your i>clicker course folder, you will receive the following alert. You may conduct i>clicker sessions without this file in place; this alert is simply a reminder to add the file before trying to export i>clicker data for use in your Sakai.

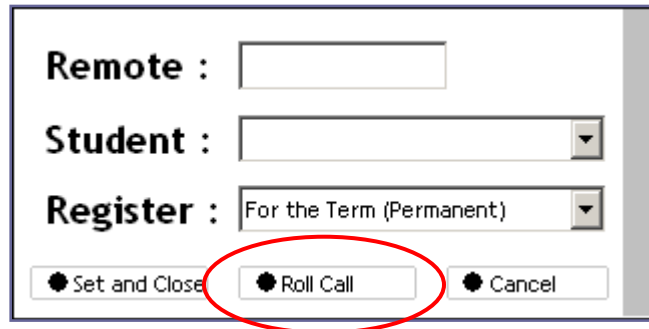


When Using Roll Call/In Class Registration

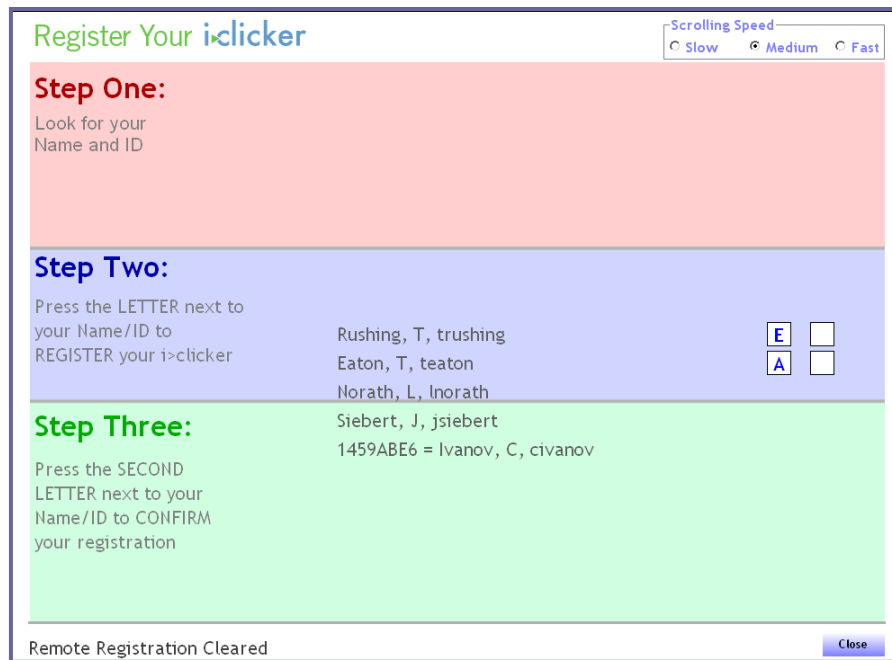
1. Make sure your base is connected to your computer. Open i>clicker by double-clicking the iclicker.exe icon in your course folder and selecting “start session” from the Welcome Screen. From your floating menu bar, click on the down arrow (▾) to open the Options menu and select “Loan/Register Clickers.”



2. From the “Loan/Register Clickers” window, select “Roll Call.”



3. The names from your Sakai roster will populate the roll call list, and students can then follow the on-screen instructions to register their clickers.



Register Your i>clicker

Scrolling Speed
Slow Medium Fast

Step One:
Look for your Name and ID

Step Two:
Press the LETTER next to your Name/ID to REGISTER your i>clicker

Rushing, T, trushing	E	<input type="checkbox"/>
Eaton, T, teaton	A	<input type="checkbox"/>
Norath, L, lnorath		

Step Three:
Press the SECOND LETTER next to your Name/ID to CONFIRM your registration

Siebert, J, jsiebert
1459ABE6 = Ivanov, C, civanov

Remote Registration Cleared

Close

Web Synchronization Registration

Please note that before you can use the Web Synchronization feature in i>grader, **you must run at least one i>clicker session with your students, and your students need to register their i>clicker remotes online as described in Step 1 below.**

1. Students will need to visit <http://www.iclicker.com/registration> and complete the form. If you are using Sakai to record grades, please direct your students to enter their Sakai User ID as their student ID on this site.

Troubleshooting tip: When using Web registration, the key to success is deciding what student ID will be used and sharing those directions with students early, and before they register their clickers online. Many campuses have 1-3 student IDs (a numeric ID, a student email ID, and perhaps a Sakai user ID), so qualifying which ID the student should use is of utmost importance. You may want to add registration ID instructions to your syllabus so your students follow the proper registration protocol. We have sample registration instructions and PowerPoint tools available via www.iclicker.com (in the documentation section as “First Day of Class Materials”).

iclicker Web Registration

Have questions about clicker registration?
Contact us at support@iclicker.com or 866-209-5698.

Thank you for using **iclicker!** Please complete the form below. Your professor will then be able to give you credit for using your **iclicker** in class.

First Name

Last Name

Student ID

Clicker ID

2. Launch i>grader. You will see your session(s), labeled by date, and you will see names and remote IDs in red on the left.

Troubleshooting Tip: If you do not see a column of remotes in red on i>grader's main screen, you may not have run a polling session with your students yet. Please run a session in i>clicker before attempting the Web Synchronization function.

iGrader-MyCoursePC

i>grader Course: MyCoursePC

Student ID	Total	09/25/2008	09/25/2008-2		
student02 Average: 0	0	Ab	Ab	Set Scores	Set Scores
student03 Average: 0	0	Ab	Ab	Set Scores	Set Scores
student04 Average: 0	0	Ab	Ab	Set Scores	Set Scores
student05 Average: 0.5	1	Ab	1		
#29C2CB2 Average: 0.5	1	Ab	1		

Output formatted for **Sakai {Ver 2.4, 2.5}**

Export Selected Session(s) as csv (Excel) file

Export All Session(s) as csv (Excel) file

Synchronize Student Web Registrations

Run / Update HTML Reports

Exit

Troubleshooting Tip: Check to be sure Sakai is your listed CMS on the lower left corner of the i>grader screen: Output formatted for: Sakai [Ver 2.4, 2.5]. Your choice of Sakai as your course management system was carried over from your Settings/Preferences selection in i>clicker.

3. Click the “Synchronize Student Web Registrations” button.

The Web Synchronization function will take the remote IDs from the session you conducted with your students, and look for them via our national database. It will match the i>clicker remotes used in your class to the user IDs your students registered with on the Web site. The student user IDs are then checked against the usernames found in the exported file from the Sakai grade book. If your students did not register using their Sakai usernames, you will be prompted to accept or ignore the registration. We recommend jotting down that user’s information and choosing ignore. Then ask the student to register again using the correct information.

Troubleshooting tip: *If you find that many of your students entered the wrong user ID when registering on the iclicker.com Web site, prompt them to uniformly re-register with their Sakai user ID. The prior Web registration will not prevent your students from re-registering with the correct information.*

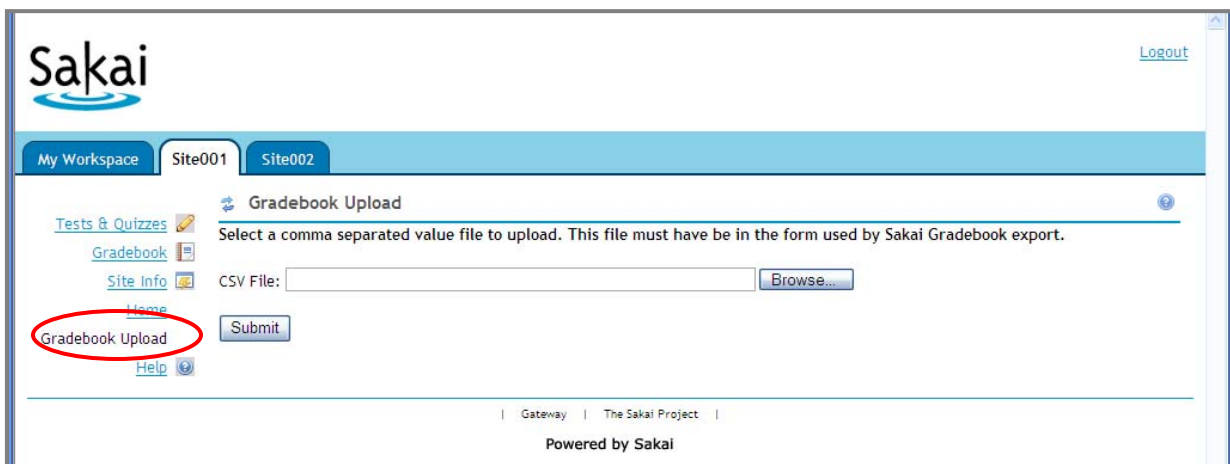
Uploading grades from i>grader into Sakai

1. After your students have registered their remotes and you have polled them in class, you can upload their i>clicker scores (from one session, multiple sessions, or the whole term) into your Sakai course. **Note that your Sakai administration MUST have uploaded the plug-in to enable you to upload your i>clicker scores into your Sakai gradebook.**

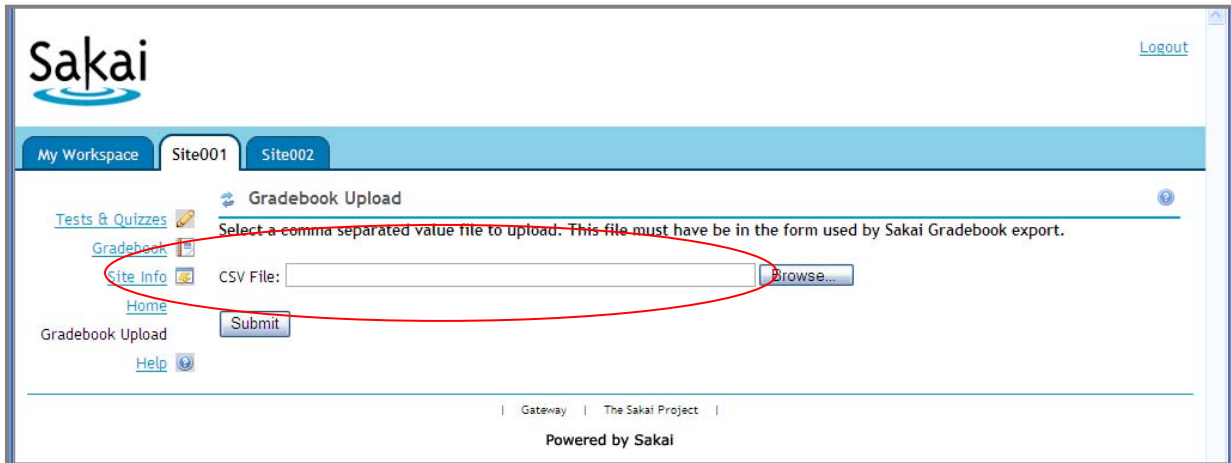
2. When your i>clicker session is complete, open i>grader. To export data from selected sessions, check the box at the top of each column you want to export, next to the session name or date. Then click on “Export Selected Sessions as csv file” from the main i>grader screen. To export the whole term, click “Export All Sessions.” Your students’ scores will be saved in the i>clicker main course folder in a file called **Uploadfile.csv**.

Troubleshooting tip: *Only one Uploadfile.csv can exist in your course folder at once. If you wish to export data into more than one file during a single i>grader session, you will need to move or rename the previously created Uploadfile.csv before exporting a different selection of sessions. When you no longer need the information in the exported file, you may leave it in your course folder and it will simply be overwritten the next time you need to export.*

3. Log into Sakai (and into your course) and locate the “Gradebook Upload” link.



4. Locate and select “Browse” underneath the instructions “Select a comma separated value file to upload. This file must have been in the form used by Sakai Gradebook report.” From “Browse,” locate the “Uploadfile.csv” file (likely in your MyCourse/i>clicker course folder).



5. Click “Submit” You will receive a message that your gradebook data update was successful and your grades will now be posted to your Sakai gradebook.

Any questions? Need help? Feel free to contact us at support@iclicker.com!