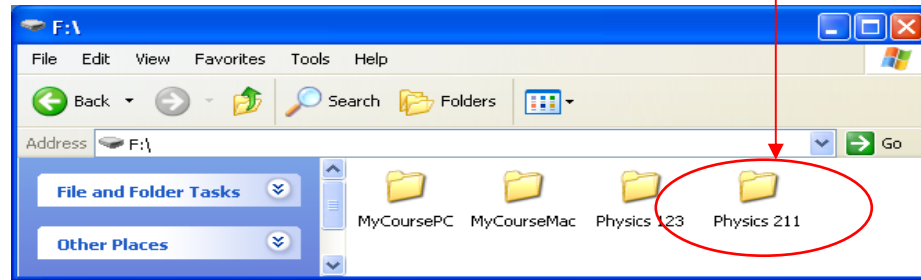
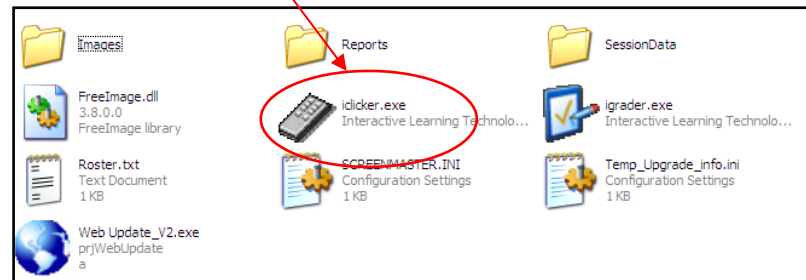


### Using i>clicker to Poll Students

- 1 Connect the i>clicker receiver to your computer through the USB port. The receiver's LCD screen lights up.
- 2 Place the i>clicker flash drive in the USB slot on the back of the receiver.
- 3 Go to **My Computer**. Locate and double-click the flash drive (often E or F, sometimes called a Removable Disk). The flash drive contains two folders: MyCoursePC and MyCourseMac, which contain course templates and software for PC and Mac users, respectively.
- 4 Make a copy of the appropriate MyCourse folder for **each class or section** in which you are using i>clicker, and rename each new folder with the course name (or section).
- 5 Double-click the folder for the course or section in which you are about to use i>clicker.



- 6 Double-click the i>clicker file to start the program.



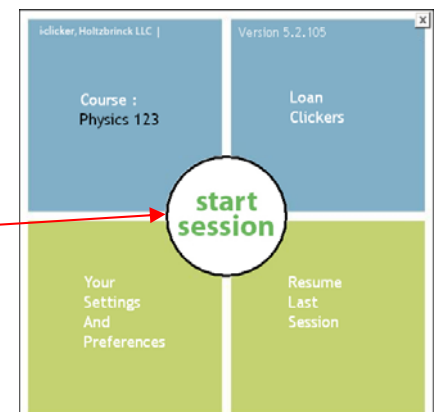
The i>clicker Welcome Screen appears with four options: Start Session, Your Settings and Preferences, Loan Clickers, and Resume Last Session.



**TIP:** The upper-left square is for display only and initially contains the name you assigned the course or session folder (in step 4). You can change this to a different course name or section number in the Settings and Preferences section.

- 7 Click **Start Session**.

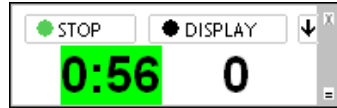
The Welcome Screen disappears, and the floating menu bar appears in the top-left corner of your desktop, indicating that i>clicker is active. You can reposition the menu bar anywhere on your desktop.



- 8 When you're ready to pose a question, advise students to turn on their clickers, then present the question and possible answers (either verbally or visually) and click **START** on the menu bar.



The START button changes to STOP, and the menu bar expands to include a timer and a counter that continuously displays the number of students who have voted.



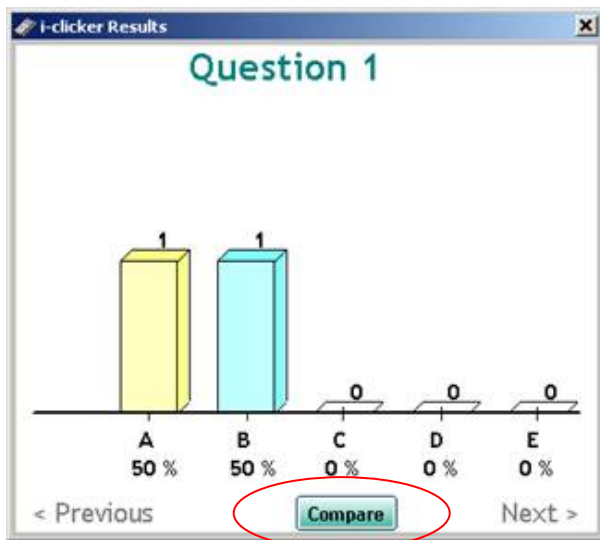
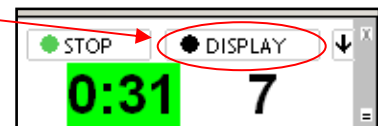
**TIP:** If you use a program (such as PowerPoint) to visually present your question, make sure it's the active application when you start polling. Each time polling begins, i>clicker captures a screenshot of the active window and stores it along with polling results for later review in i>grader.

- 9 To stop polling, click **STOP** on the menu bar. i>clicker will no longer accept votes. **Note:** If students vote when polling is inactive, the Vote Status light on their remotes will flash red three times to indicate that their votes were not received.



**TIP:** Once you've registered your Instructor's Remote (see page 3), you can stop and start polling from anywhere in the room.

- 10 Click **DISPLAY** at any time to see a graph of your students' responses.



The graph displays both the number and percentage of votes for each option. To resize the graph, drag the lower-right corner of the graph window. To stop displaying results, click **DISPLAY** again (which then changes to **HIDE**).


To view two graphs at once (the current graph and any previous graph), click the **Compare** button. Use the **Previous** and **Next** buttons to display the graphs you want to see in each window.

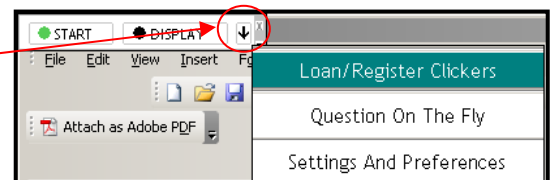
Your base's LCD also displays voting results. Information is updated every second and includes the timer, total vote count, and vote distribution (by percentage) across the five choices.



**TIP:** To designate the correct answer in a graph, click the corresponding letter. The bar for that letter changes to green and all other bars to red.

- 11 Repeat steps 8–10 for each question you ask in class. When you are finished polling, click the small "x" in the top-right corner of the menu bar to close i>clicker.

**NEW!** A new Options menu (accessed via  in the menu bar), lets you loan or register clickers manually, ask a question "on the fly" without interrupting your presentation slideshow, and access the Settings and Preferences screens without exiting i>clicker.



## Designating an Instructor's Remote

If you program one of your remotes as an “instructor’s remote,” you can use it to control polling functions from anywhere in the room. To do this, click **Your Settings and Preferences** from the i>clicker Welcome Screen. In the displayed dialog box, enter your clicker’s remote ID (the bar code on the back) in the “Dedicated Instructor’s Remote” field. Click either “Set for Session” or “Set for Term.” The Welcome Screen returns. When you click **Start Session**, your remote takes on the following functions:

- A = Start/stop polling**
- B = Hide/display graph**
- C = Move slide forward** (in active presentation software)
- D = Move slide backward** (in presentation software)
- E = Show/hide the right answer**



You can adhere one of the supplied stickers (from your instructor’s base kit) to the remote to identify these functions.

## Registering Your Students

Although i>clicker registration is not required, it’s highly recommended. When students are registered with the system, you can assign credit for participation and/or correct answers, further motivating student involvement. If you use a Course Management System (CMS), you can integrate i>clicker data directly with your CMS grade book.

**IMPORTANT:** To integrate i>clicker with your campus CMS, go to [www.iclicker.com](http://www.iclicker.com) and download the instructions (via the Documentation page) for your specific CMS. (We support Blackboard, Blackboard Enterprise (WebCT), Moodle, ANGEL, Sakai, and Desire2Learn.) **Do not follow the instructions here for registering students.**

**To give your students credit for class participation and/or performance, you need to:**

- Create a student roster file in your course folder.
- Have your students register their i>clickers either online or using an in-class “roll call” method (recommended for small classes only). To avoid confusion, make sure you provide students with detailed registration instructions.
- If any of your students registered online, you must synchronize their registrations with i>grader.

Responses from unregistered students are stored in your course folder and associated with the serial numbers of the students’ remotes. When students register, i>clicker retroactively credits them for any previously recorded responses.


By default, registered students are given one point for participation (if they answered at least 75% of the questions) and an additional point for each correct answer. You can adjust these defaults in Settings and Preferences, or you can change individual score settings after class using “Set Scores” in i>grader.

**NOTE:** You can also register a student manually in either i>grader or i>clicker. See the User’s Guide for details.

## Creating Your Student Roster File

If you’re not planning to integrate polling data with your CMS, before students can register you must create a text file in your course folder named **Roster.txt**. Use Notepad or any other text editor application. List each student in your class (one student per line), including last name, first name, and student ID (separated by commas). For example:

```
Altier, Renee, raltierR415  
Selen, Mats, mselenM129  
Stelzer, Tim, tstelzerT321
```

 **TIP:** It’s important that students registering online know what student ID you’ve entered here. You might want to add registration ID instructions to your syllabus so your students follow the proper registration protocol.

## Web Registration (Option 1)

This registration option is recommended, especially for classes of fifty students or more. It’s fast and easy, and it can even be hosted on your local campus server (contact [sales@iclicker.com](mailto:sales@iclicker.com) for details). To use our national web registration solution, send your students to [www.iclicker.com](http://www.iclicker.com) and have them click “Register”\*\*\*.

## Once your students have arrived at the registration page, each student must:


- 1 Enter his/her First Name and Last Name in the appropriate fields.
- 2 Enter his/her student ID (the same one that is in your Roster.txt file).
- 3 Enter his/her i>clicker remote ID (the bar code on the back of their remote).
- 4 Enter the verification code displayed on the screen. (This security feature prevents spam bots from registering).
- 5 Click **Enter**. An on-screen message confirms that registration was successful. The student's ID is now tied to his/her unique i>clicker remote ID.

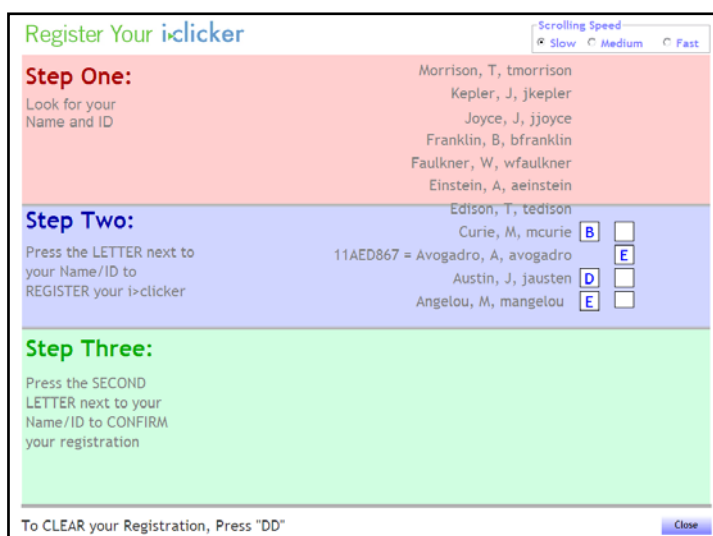
After your students have registered online, you need to synchronize the relevant information from the Web server with i>grader (see "Synchronizing Web Registrations" below); this updates the student registration information in your class folder.

## Roll-Call Registration (Option 2)

This registration option is recommended for smaller classes only (under 50 students). You can use a combination of the two registration methods (in-class and web), if you like.


To use Roll Call, your computer screen needs to be projected so that all students can see it.

- 1 Open i>clicker and click **Start Session**.
- 2 Click  on the floating tool bar and select **Loan/Register Clickers** from the Options menu.
- 3 Click the **Roll Call** button in the displayed window. The class roster you created earlier begins scrolling down the Roll Call screen.
- 4 When names scroll into the blue area, letters appear in the first column of boxes. Instruct students to press the letter on their i>clicker that corresponds to the letter next to their name. After they've entered the letter, a letter appears in the second column. They must also enter that letter to confirm the registration.



The screenshot shows a window titled "Register Your i>clicker". It has a "Scrolling Speed" control in the top right with radio buttons for "Slow", "Medium", and "Fast". The window is divided into three horizontal sections: "Step One" (pink background), "Step Two" (blue background), and "Step Three" (green background). In the "Step One" section, a list of names is shown with their i>clicker IDs: Morrison, T, tmorrison; Kepler, J, jkepler; Joyce, J, jjoyce; Franklin, B, bfranklin; Faulkner, W, wfaulkner; Einstein, A, aeinstein; Edison, T, tedison; Curie, M, mcurie; Avogadro, A, avogadro; Austin, J, jausten; and Angelou, M, mangelou. In the "Step Two" section, letters B, E, D, and E are shown in boxes next to the names Curie, Avogadro, Austin, and Angelou respectively. In the "Step Three" section, there is a "Close" button in the bottom right corner. At the bottom of the window, it says "To CLEAR your Registration, Press 'DD'" and "Close".

When a student is successfully registered, his/her i>clicker remote ID appears next to his or her name.

 **TIP:** Use the radio buttons in the top-right corner to adjust scrolling speed. You can also set options in Settings/Preferences to change the way student information is displayed (see the User's Guide for details).

## Synchronizing Web Registrations

If any of your students registered via the Web, you must update your i>grader desktop application with their registrations:

- 1 Check your MyCourse folder for the class to ensure you have all of the required files:
  - i>clicker and i>grader executables
  - Your course roster (via Roster.txt or your CMS-formatted roster)
- 2 Make sure all your students have voted at least once. If a student has not yet voted, synchronization won't work.
- 3 Open i>clicker and click **Your Settings and Preferences**. Under the Registration and Export tab, make sure you've selected either your local CMS (if you're linking your student registrations to your campus CMS) or General if you're not using a CMS.
- 4 Double-click the **i>grader** file in your MyCourse folder to open i>grader. On the main screen, click **Synchronize Student Web Registrations**. Your list of registered students is updated using information from the Web server and database. A software feature alerts you to any discrepancies between your roster and the website registrations.
- 5 Repeat this process for each MyCourse folder (each course or section) in which you are using the i>clicker system.

**NOTE:** In i>grader, registered students appear in blue, while unregistered students and unregistered clickers (if any) appear in red (as does the instructor's remote ID).

## Using i>grader

i>grader gives you access to all student polling information collected by i>clicker. With it, you can:

- View students' total and average points.
- Edit student registration data.
- Adjust scoring criteria.
- Delete questions and sessions.
- Build HTML reports.
- Synchronize students' Web registration data.
- Export your i>clicker scores for later import into your gradebook or campus CMS.

To open i>grader, double-click the i>grader file in the appropriate class folder on your flash drive.

The i>grader window lists class participants (i.e., students who have voted to date) and shows each student's points for every class session.

The screenshot shows the i>grader interface for 'Gen Course 1 Mon-Wed 11 am'. It features a table with columns for 'Last Name', 'Total', and multiple 'Set Scores' buttons for different dates (11/29/2007, 11/29/2007-2, 12/05/2007). Below the table are buttons for 'Export Selected Session(s) as csv (Excel) file', 'Export All Session(s) as csv (Excel) file', 'Synchronize Student Web Registrations', 'Run / Update HTML Reports', and 'Exit'.

Last Name	Total	11/29/2007	11/29/2007-2	12/05/2007
Foxtrot Average: 2.5	5	Ab	5	
Golf Average: 0	0	Ab	Ab	
Hotel Average: 0	0	Ab	Ab	
#11A674C3 Average: 5	10	5	5	
#28AF87 Average: 5	10	5	5	
#28E7CF Average: 5	10	5	5	

## Setting Session Scores

i>clicker automatically assigns credit to registered students for participation and for correct answers (according to your points settings in Settings and Preferences). With i>grader, you can adjust points given for individual questions or individual polling sessions. You can view screenshots associated with each question and designate correct answers. Students' scores are recalculated according to your choices.

To adjust scoring for a particular polling session, click the "Set Scores" button underneath the session title. There are three sections in the displayed Set Scores screen:

This close-up shows the 'Set Scores' button for 'Lecture 1' circled in red. The interface also shows buttons for other sessions: '11/29/2007-2' and '12/05/2007'.

**Session Summary** displays general information about the session.

**Participation and Attendance Points** lets you adjust the number of points awarded for participating in the voting activities and the minimum number of responses required to qualify for participation. These points are awarded by session, not by individual question.

**Performance Points** are awarded by question and are assigned to each question individually. Many professors use performance points to reward "correct" answers. Use the Previous and Next buttons to cycles through the questions. Click View Screenshot / Image to display the image of your screen (and likely your question) when polling occurred. You can rename the question, delete unwanted questions, specify the correct answer for a question, and assign points to individual answers. You can also see the results of the poll.

**NEW!** You can now delete questions. Once deleted, a question is no longer calculated in your participation requirements and student scores for the session.

 **TIP:** You can assign full or partial credit for multiple answers by manually adding point values in any of the boxes above the five answer choices.

The screenshot shows the 'iGrader - Set Scores' window. It includes a 'Session Summary' section with details like Course Title, Session Date, and Number of Students. Below that is the 'Participation and Attendance Points (Per Session)' section, followed by 'Performance Points (Per Question)' which includes a table for question results.

Points :	A	B	C	D	E
Vote Count :	0	0	4	1	1
% of Votes :	0	0	67	17	17

## Exporting i>clicker Data

You can export your student's i>clicker points in .CSV (comma separated value) files. .CSV is a simple file type that can be read by nearly all text editors and spreadsheet and database programs, including Microsoft Excel. You can choose to export the file in a simple "General" format or in a format that is ready to upload directly into your campus CMS.

### To export grade data in the General format:

- 1 In the i>grader window, specify the sessions to include. Do one of the following:
  - Select the check box for each session whose data you want to include, then click **Export Selected Session(s) as csv (Excel) File**.
  - To export data from all sessions, click **Export All Session(s) as csv (Excel) File**.
- 2 Select options for the information you want to include in the report. (You can now export the students' last name, first name, and/or student ID in addition to session scores.)
- 3 Click **Export**.

A message appears, indicating the report that has been created and saved in your MyCourse folder. The default file name is UploadFile.csv.



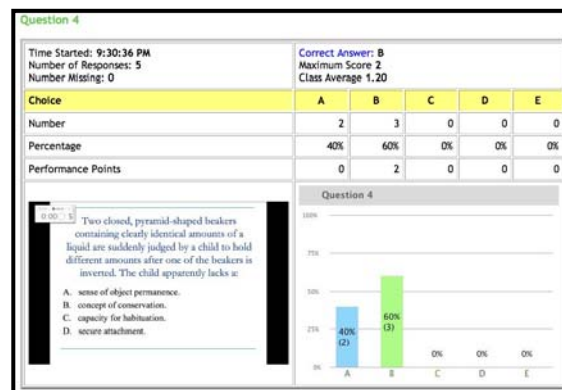
**TIP:** Each time a file is exported, the same file name (UploadFile.csv) is used. *This will overwrite any existing files of the same name from previous exports.* To keep multiple export files, simply rename the first file or move it out of your course folder before using the Export option again.

**IMPORTANT:** If you are exporting i>clicker polling data to your campus CMS, your .CSV file must be formatted appropriately for your specific CMS. Consult your CMS-specific guide (available at [www.iclicker.com](http://www.iclicker.com)) for specific instructions.

## Creating HTML Reports

The Run/Update HTML Reports feature (located in the main i>grader screen) creates two reports for you use:

- **Term/Session Summary and Review** provides a breakdown of polling data, both for your term to date and for individual sessions. No individual student scores or votes are included in this report, making it ideal to share with your class as a post-lecture study guide. The linked **Summary Review** reports contain individual question statistics, your question screen captures, and the voting results graphs for each session (see screenshot to right).
- **Student Voting Data** contains your individual students' polling data and statistics, by session and by question. This report also links to your students' Cumulative Scores, which provide you with a printable overview of your students' entire performance during the term.



To generate the reports, select **Run/Update HTML Reports**. Select the student information you want to include, and click **Submit**. A Report Summary appears with links to the individual reports in your MyCourse folder.

## Customizing i>clicker: Your Settings and Preferences

The default settings for both the i>clicker and i>grader applications are chosen to make this classroom response system easy to learn and use. However, you can alter the default timer settings, graph display, point values, and customize other features to meet your specific teaching goals and needs. To customize settings to meet your needs, select **Your Settings and Preferences** from the main i>clicker Welcome Screen.

For complete details, consult the comprehensive **User's Guide** or use the on-screen **Help** buttons for each **Settings and Preferences** option.

**Questions? Contact support at [support@iclicker.com](mailto:support@iclicker.com) or via phone (toll free) at 1-866-209-5698.**

