

Set up i>clicker

Connect & Create Courses

i>clicker does not require installation of the hardware or the software. It is recommended that course folders for i>clicker be stored on a portable thumb drive. This will allow the data to be accessed from any classroom or office equipped with a computer.

Steps to connect the i>clicker hardware and create a new course

1. Connect the **i>clicker receiver box** to the computers **USB port**.
You should see the LCD screen light up shortly after connecting to your computer.
2. Place the **thumb drive** that comes with the kit in the **USB slot** on the back of the receiver. i>clicker provides this USB port for convenience when using a portable thumb drive.
3. Open the **thumb drive** and find the **course template folders**. Once the template folders have been located copy them to the computer's desktop.
4. Safely **remove** the **i>clicker thumb drive** from the **i>clicker receiver** and **insert** your **personal thumb drive**.
5. **Copy** the **course template folders** (Mac & PC) from the computer's desktop to your personal thumb drive.
6. **Make a copy** of the appropriate **course template folder** on your **personal thumb drive** and **rename** it for the class or section in which you are using i>clicker.

Note: A separate folder must be copied on your personal thumb drive from the template for each individual course or section you are using with i>clicker. It is also important to remember to properly remove/eject any USB thumb drive from the computer you are using.

Create a Roster File

The i>clicker software will use this roster file to associate specific clickers with students. This can be used to track the progress or performance of a particular student. **If you are a Blackboard user, see page 8 for information on how to download your Blackboard roster to use with i>clicker.**

Note: If you will be doing anonymous polling, you do not need to create a roster file. You can skip ahead to the instructions for Start & Conduct Session on page 4.

Steps to create a Roster File to use with your session

1. **Locate & open** the appropriate **course folder** on your thumb drive.
2. Located in that **course folder** will be a file called **Roster.txt**.
3. **Double click** to open the **Roster.txt** file.
4. In the **Roster.txt** file list each student in your class (one per line), including last name, first name & student ID (separated by commas). The student ID will serve as an identifier for an individual student within i>clicker. You can use any method to create a student ID for use with i>clicker, it can be the student's MEID or a custom ID of your choice.

*For example: Doe, John, jdoe
Doe, Jane, jadoe*

5. When you have entered the entire class **save the changes** to the document in its original location.

Conduct an i>clicker Session



Clicker Registration

It is recommended that the same clicker be assigned to the student for the entire course. This will make registration easier as it will only have to be done initially for each student. A simple numbering system has been added to the back of each clicker for easy reassignment of the clickers each class.

Roll Call Registration

Roll call registration can be used to assign students in the roster to the remote they are using. To use roll call registration the computer screen must be projected so that all students can see it.

Steps to conduct roll-call registration

1. **Locate & open the course folder** on your thumb drive.
2. Locate the **i>clicker application**  in the course folder and **double click to open** the program.
3. Once the i>clicker application is open click **Start Session** in the middle of the **welcome screen**.
4. Click the **arrow**  on the **floating tool bar** and select **Loan/Register Clickers**.
5. Click the **Roll Call** button in the **displayed window** that appears.
6. The class roster you created will begin to scroll down the screen. **Instruct students to press the letter on their i>clicker** that corresponds to the letter next to their name. After they have entered that letter another will appear in the second column next to their name. **They must also enter the second letter to confirm the registration.**
7. When the student has successfully registered the **i>clicker remote ID will appear next to their name**.

Note: The scrolling speed of the names can be adjusted with the buttons in the top right corner.

Manual Registration From i>clicker

This method of clicker registration can be used after Roll Call registration has been conducted but before the polling session has ended. A late or unexpected participant can be added during the session after roll call registration to ensure their polling information is associated with them.

Steps to manually register a student from i>clicker


1. **Locate & open the course folder** on your thumb drive.
2. Locate the **i>clicker application**  in the course folder and **double click to open** the program.
3. Once the i>clicker application is open click **Start Session** in the middle of the **welcome screen**.
4. Click the **arrow**  on the **floating tool bar** and select **Loan/Register Clickers**.
5. In the **Remote ID box** enter to clicker ID that the student is using.

6. In the **Student drop down** menu select the student for which this clicker will be assigned.
PC only: A new student who was not originally included in your roster file can be added by typing their new student ID in the Student drop down menu box. Their student ID will now appear in your roster file and specific votes will be tallied for them.
MAC only: To add a new student who was not originally in your i>clicker roster you must first add them to the roster file. Once they have been added to the roster file you will select their name from the Loan/Register Clickers box following the instructions in step 6.
7. Once your new student and clicker IDs have been entered select **Register for Term** or **Register for One Session** in the last selection box.
Register for Term: This is a permanent change and will be applied to all future sessions in that course.
Register for One Session: This is a temporary loan assignment of the clicker to a student and will only apply for that current session.
8. Once your selections and entries have been made click **Set & Close (PC)** or **OK (Mac)** to save the changes.


Manual Registration From i>grader

This method can be used for associating students with a specific clicker after the session has ended and you are processing the polling information.

Steps to manually register a student from i>grader (PC)

1. **Locate & open** the appropriate **course folder** on your thumb drive.
2. Locate the **i>grader application**  in the course folder and **double click to open** the program.
3. Click the student ID from the left column of whom you would like to assign a clicker.
Note: To add a new student who was not originally in your roster, they must be added in the roster file. Once added, they will appear in the i>grader list in the left column and will be available for assignment. You may need to restart i>grader for it to reflect the change.
4. Enter the clicker ID of that student in the **Add New Clicker** box.
5. When you have completed click **Save**.

Steps to manually register a student from i>grader (Mac Method #1)

1. **Locate & open** the appropriate **course folder** on your thumb drive.
2. Locate the **i>grader application**  in the course folder and **double click to open** the program.
3. Click the student's name from the left column to whom you would like to assign a clicker.
Note: To add a new student who was not originally in your roster, they must be added in the roster file. Once added, they will appear in the i>grader list in the left column and will be available for assignment. You may need to restart i>grader for it to reflect the change.
4. Under the **Registered Clickers** section click **Add**.
5. In the box that appears enter the clicker ID for that student and click **OK**.
6. Click **Save** on the **Registered Clickers** box when you have completed. I>grader will now associate all data for that clicker with that student.

Steps to manually register a student from i>grader (Mac Method #2)

1. **Locate & open** the appropriate **course folder** on your thumb drive.



2. Locate the **i>grader application** i>grader in the course folder and **double click to open** the program.
3. Click the **unregistered clicker ID** from the left column of which you would like to assign a student.
4. Enter the student ID of the student from your roster in the box.

Note: To add a new student who was not originally in your roster, they must be added in the roster file. Once added, they will appear in the i>grader list in the left column and will be available for assignment. You may need to restart i>grader for it to reflect the change.

5. When you have completed click **Save**. I>grader will now associate all data for that clicker with that student.

Start & Conduct Session

Polling sessions with i>clicker are conducted independently of any other software. You can use PowerPoint to pose your questions but are not limited to that method of delivery. Questions can be asked verbally, on the fly or from other mediums such as the Internet or video.

Steps to start & conduct a polling session

1. **Locate & open the course folder** on your thumb drive.



2. Locate the **i>clicker application** i>clicker in the course folder and **double click to open** the program.
3. Once the i>clicker application is open click **Start Session** in the middle of the **welcome screen**.
4. The welcome screen will disappear and the **floating menu bar** will appear in the **top left corner** of your desktop.
5. When you are ready, advise the student to **turn the clickers on** with the **on/off button** on the remote and then present the question and possible answers.
6. Click **Start** on the **floating menu bar** to begin polling. The **Start** button will change to **Stop** and a timer and a counter will expand. This will display the time elapsed and the number of students who have responded.
7. When the answer period has expired stop polling by pressing **Stop** on the **floating menu bar**. The i>clicker receiver will no longer take votes once the polling has been stopped.
8. For questions on the fly click the **arrow** on the **floating tool bar** and select **Questions on the Fly**. A box will appear where you can fill in the new question information; question title, the question and possible answers & the correct answer (A-E). Once the new question information has been entered conduct polling by following steps 1-7 above. Once you stop polling on the new question, the **Questions on the Fly box** will disappear and the new question and responses from your students will be logged for further use in reports. This method is ideal for impromptu questions that were not planned for.
9. To see your polling results click **Display** in **floating menu bar** to display the answer graph. The graph displays both the number and percentage of votes for each option. To hide the graph press the **Display** button again.

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

Note: The i>clicker receiver base also displays polling results. Information is updated every second and includes a timer, total vote count and vote distribution (by percentage) across the five choices.

Using i>grader

Reports & Scoring

Setting Session Scores

i>grader automatically assigns credit to registered students for participation and for correct answers (according to your points settings). With i>grader, you can adjust points given for individual questions or individual polling sessions, and the students' scores are re-calculated according to your choices.

Steps to setting session scores

1. **Locate & open** the appropriate **course folder** on your thumb drive.



2. Locate the **i>grader application** i>grader in the course folder and **double click to open** the program.
3. **PC:** Click the **Set Scores** button underneath the **session title on the top of the chart**.
Mac: Click the **session heading** that contains the **session title**.
4. There are three sections in the displayed Set Scores screen where adjustments to the scoring can be made.

Session Summary: Displays general information about the session.

Participation and Attendance Points: Adjusts the number of points awarded for participating in voting and the minimum number of votes required to qualify. These are awarded per session, not by individual question.

- **Point Awarded:** Total number of points that will be given after participation requirements are met.
- **Minimum number of required responses:** Minimum amount of responses each student must give in order to qualify for the participation points.

Performance Points: Performance Points are awarded by question and are assigned to each question individually. Many times they are used to reward "correct" answers.

- Use the **Previous** and **Next** arrows to cycle through your questions.
- Click **View Screenshot** to display an image of your screen (and most likely the question present on screen at the time) when the polling occurred.
- You can set a maximum number of points available for each session by checking the **Not to exceed** box and entering the maximum point value. This will allow you to calculate a predetermined point system of total points available vs. number of correct answers for each student. The total points available will have to be divided by the number of questions posed to determine the point value of each correct answer for calculating a score for the session.

Example: If you ask 10 questions in your session and have the maximum number of points for that session set to 100, then the points for each correct answer must

be set to 10 so the total number of points given equal the maximum number of points available.

- **Question Title:** Here you can assign a name to the question. This is very useful, as this title will be used to reference the question in later reports.
- **Correct Answer:** Here you will assign the correct answer for each question by typing its letter (A-E) in the text field. This is how i>grader will be able to determine who will get points for the correct answer based on how they answered.
- **Points Box:** Here you can assign points for each question in the fields below the answer letters (A-E). Here is where you will assign the number of points given for a correct answer. You also have the flexibility to customize points for each answer regardless of it being correct or not.

*Note: If you are using the **Not to exceed points** option you must calculate the points for all answers in the session to equal your determined maximum amount. I>grader will not make this calculation for you.*

- Below the **Points Box** you can also view the total **Vote Count** and **Percentage of Votes** for each answer of the question.
5. Click **View Screenshot** to display a screenshot taken at the time the poll was started. This can be used as a reminder of what the question was or what was being discussed at the time.
 6. Select **Delete Question** under the **question title** to delete a particular question. Once deleted, a question is no longer calculated in your participation requirements and scores for that session.
 7. Click **Delete Session** to delete the **entire session**. Participation and score information for all questions will be deleted and no longer available.
Note: This function is Mac only
 8. When you are finished, click **set and close**.

Create Reports

i>grader can create dynamic HTML reports of a session that can be saved for off line viewing or for uploading to a website. i>grader has two reports available for export:

Term/Session Summary and Review: No individual student scores are included in this report. This report provides a breakdown of polling data, both for the term date and for individual sessions. This report is ideal to distribute to your class as a study guide of reviewed material in class.

Student Voting Data: This report contains your individual student's polling data and statistics by session and question. This also provides a link to the students' **Cumulative Scores**, which provide a printable overview of your students' entire performance during the term.

Steps to create reports

1. **Locate & open** the appropriate **course folder** on your thumb drive.



2. Locate the **i>grader application** i>grader in the course folder and **double click to open** the program.
3. Click **Run/Update HTML Reports** in the lower right corner of the window.
4. A **window will appear** with export options. **Select the option** for the student data you would like to include in the report. Click **Submit**.
5. Next **select** the report you would like to generate, **Term/Session Summary and Review** or **Student Voting Data**.

6. A **report summary will open** in your default **Internet browser** with links to the individual reports in your course folder.
7. These HTML reports can be saved from your Internet browser for offline viewing.

Exporting i>clicker Data

You students' i>clicker data can be exported in a .CSV (Comma Separated Value) format. .CSV files can be read by nearly all text editors, spreadsheet and database programs. Exporting a general .CSV file will contain the students name, session date and total points obtained per student, per session. This could be used if you use a spreadsheet or database to track your grades.

Note: For information on uploading points from an i>clicker session to the Blackboard Grade Center, please see page 10.

Steps for exporting data

1. **Locate & open** the appropriate **course folder** on your thumb drive.



2. Locate the **i>grader application** i>grader in the course folder and **double click to open** the program.
3. In the i>grader window **select the sessions you would like to export** by checking the box next to the session title on top of the chart.
4. In the lower left corner of the window click **Export Selected Session(s) as CSV (Excel) File**. To export data from all sessions click **Export Term Summary as CSV (Excel) File (Mac) or Export All Session(s) as csv file (PC)**.
5. A **window will appear** with export options. **Select the option** for the student data you would like to include in the report.
6. Click **Export** in the options window.

A message will appear indicating that the report has been saved in your course folder. The default name is UploadFile.csv

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

Customize i>clicker

Steps to customizing i>clicker

1. **Locate & open** the **course folder** on your thumb drive.



2. Locate the **i>clicker application** i>clicker in the course folder and **double click to open** the program.
3. In the lower left corner of the window select **Your Setting and Preferences**.
4. The **Your Settings and Preferences** window will appear with four settings tabs for you to choose from:

General Tab

- **Enter Your Course Name:** Give a name to the course you are using i>clicker with. This will appear on reports later on.

- **Floating i>clicker Bar Size:** Selects the size of the floating i>clicker bar that will appear on screen while conducting polling. These are displayed in actual size.
- **Designated Instructor's Remote:** Though any i>clicker remote can be assigned as the instructor's remote it is recommended that you use one of the two **Blue** remotes that are included in each kit. **Enter the remote ID code** located on the back of the remote under the bar code **in the text field**. Once entered this remote will have instructor controls enabled. The buttons will take these new 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
- **Reset Position of i>clicker Bar (Mac Only):** If you move the i>clicker bar the program will remember it's last location the next time you open it. This will reset that location to it original position. Click **Reset** to perform this operation.

Registration/Export Tab

- **Roll Call/In Class Registration:** These are options for how student information will be displayed during Roll Call Registration.
- **Roster/Export:** These are options for how the .CSV file will be formatted during the export process. If you are using the exported file in **Microsoft Excel** or a similar program **select None {General}**. If you plan on uploading the exported file to **Blackboard** select **Blackboard {Ver 8.0}**.

Question and Polling Tab

- **Set Polling Timer:** These are options for how the i>clicker bar will count time while polling is open. You can select it to count up from 0 to see the time that has elapsed or you can select it to count down from a specific time if you would like to have time limits on the answering period.
- **Chart Display Options:** These are options for how the chart will display the poll results. You can choose from a multi-color or monochrome histogram or a pie chart (Mac Only).
- **Pop Up Window Before Each Question:** Select **Yes** if your entire polling session will be done **On The Fly**. After **Start** is clicked to begin polling this will automatically display a **pop up window** for entering question information. This will serve as a reminder to enter the question title and correct answer information before each question is polled so they can be referenced later on the reports. In the **Question box** enter the title of the question and in the **Answer box** enter the correct answer (A-E). When you are finished click **OK** and polling will start. Click **Stop** as usual to end polling for that question.

Scoring (Mac)/Scores (PC) Tab

Options on the Scoring Tab are used to set the default point values used in i>grader. These defaults can be changed later in i>grader for a specific polling session.

- **Number of participation/attendance points per session:** This is the number of participation points that will be awarded to each student if they meet the participation requirement.
- **Participation Requirement:** These are options for the number of responses required to qualify for participation points by each student. They range from **Very Strict (All questions answered)** to **Very Lenient (At least one question answered)**.
- **Performance Points:** These are points awarded to the students by question for a specific answer or set of answers. First you can assign points if the student gives

any answer. By assigning the **number of performance points for each question** they will receive that number of points for any answer they give, right or wrong. Second you can **assign additional points for each correct answer**. Enter the number of points you would like to give for a correct answer and they will receive those points if the correct answer is selected. Finally you can **cap performance points**. Here you can assign a maximum amount of points possible for the session.

5. Once you have made your desired setting adjustments click **Set for Session** or **Set for Course (Mac=Set for Term)** on the bottom of the **Setting and Preferences window**.
 - **Set for Session:** This will change your settings for the current session only. They will revert to the previous settings the next time you open i>clicker for this course.
 - **Set for Course (Mac = Set for Term):** This will change your setting for the current and all future sessions with this course.

Updating i>clicker Software

From time to time i>clicker may issue updates to its software to improve it's performance. It is recommended that you perform regular checks for updates to make sure you have the latest version of the software.

Steps to Update i>clicker Software

1. In each **course folder** you have located on your thumb drive **locate** the **Web Update_V2** application.
2. **Double click** the application in each course folder to open the update software. A **Web Update** dialog box will appear and automatically run a check for any possible updates to **i>clicker** or **i>grader**.
3. If updates are available click the **Install Updates button** to download & install the latest update. You can click the **View Report button** to see a report of what fixes have been made for your reference.
4. **Web Update** will automatically install the update and display **"Installation Complete"** when it has finished.

Note: This action will need to be done for each unique course you have on your thumb drive. This will not update the software across multiple course folders.

Using i>clicker with Blackboard (version 8)

Steps to import a roster file from Blackboard

1. Log into Blackboard and select the Course for which you are using i>clicker.
2. Go to the **Control Panel** and click the **Grade Center**.
3. Under **Manage**, select **Download**.
4. From the Download Grades page, select:
Full Grade Center from the **Data to Download** option
Comma as the **Delimiter type**
No in response to **Include Hidden Information**
Click **Submit**.
5. From the Download Grades page, click the **Download** button.
6. Save the file to your course specific i>clicker course folder.

7. Locate the file in your course folder. It will be named with your course details and the date/time/seconds. **Rename the file to gb_export.csv**
8. **Start the i>clicker program.** From the welcome screen, select **Your Settings and Preferences.**
9. Click the **Registration/Export** tab.
10. Under **Course Management System in Use**, select **Blackboard (Ver 8).**
11. At the bottom of the screen, click the **Set for Course** button.
12. Click **OK.**
13. Follow the steps to conduct roll-call registration on page 2 to assign remotes to specific students.

Steps to upload points from i>grader into Blackboard

1. To verify that i>clicker is set to export to the Blackboard format:
Start i>clicker. From the welcome screen, select **Your Settings and Preferences.**
Click the **Registration/Export** tab.
Under “Course Management System in Use,” select **Blackboard (Ver 8).**
At the bottom of the screen, click the **Set for Course** button.
2. **Start 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 **Export Selected Sessions as csv (Excel) file.** *The scores will be saved in the i>clicker main course folder in a file called UploadFile.csv.*

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

3. **Log into Blackboard** and select the course to which you wish to upload the i>grader data.
4. Go to the **Control Panel** and click the **Grade Center.**
5. Under **Manage**, select **Upload.**
6. Under **Choose File > Attach local file** Click the **Browse** button and find the **UploadFile.csv** file in your i>clicker course folder. **Select it** and click **Open.** It will appear in the field next to the Browse button.
7. Set the **Delimiter type** to **Comma.**
8. Click **Submit.**
9. At the Upload Grades Confirmation page, **select the checkboxes for the assignments you want to upload.** *Note: If you exported a single session from i>grader, there will only be one item in the list.*
10. Click **Submit.** *A column for the i>clicker scores will now appear in the grade center, but the column must be modified if you wish to have points added to the gradebook total.*
11. Click the next to the column title and select **Modify Column** from the drop-down menu.
12. You may change the **Column Name** if you wish.
13. At **Primary Display**, select **Score.**
14. At **Points Possible**, enter the total possible points for the i>clicker session.
15. Click **Submit.**