

Getting Started with iClicker

Software

iClicker software is packaged in a single folder which includes the iClicker app as well as a file that integrates iClicker with the SDSU Blackboard Grade Center. You can download the latest version of iClicker from the ITS clicker website, <http://clicker.sdsu.edu>. If you download from the iClicker site, you will need to contact us to get the Blackboard integration file.

Instructor Kit

You can pick up your kit at the ITS Faculty Instructional Technology Center (FIT Center) in AH-1109 or order one from the iClicker website. If you order from iClicker, you will need to get the Blackboard integration software from us.



Base Receiver



Instructor Remote



Flash Drive

Faculty Registration (NEW)

The first time you open the software, you will be prompted to Register. This will allow better tracking of your clicker students and registers you on the iClicker site. It also allows us (SDSU iClicker admin) to login as students and see what's going on with their clicker.

Register with i>clicker

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

<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>
<input type="text" value="Email*"/>	
<input type="text" value="Primary Institution*"/>	

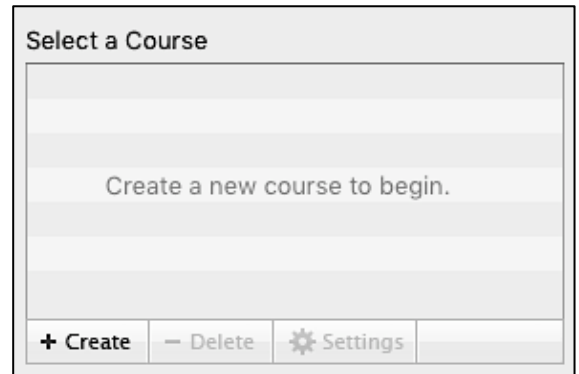
*Required [Can't find your institution?](#)

You can also register later by going back into the Settings and clicking the "Registration" tab.

Create Course

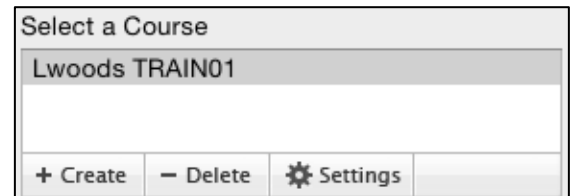
1. Open the iClicker app
2. Create a course by clicking "+Create"
3. Name your course and click "Create"

NOTE: Do not create multiple courses with the same name!
Add the section number or semester if you teach multiple courses.

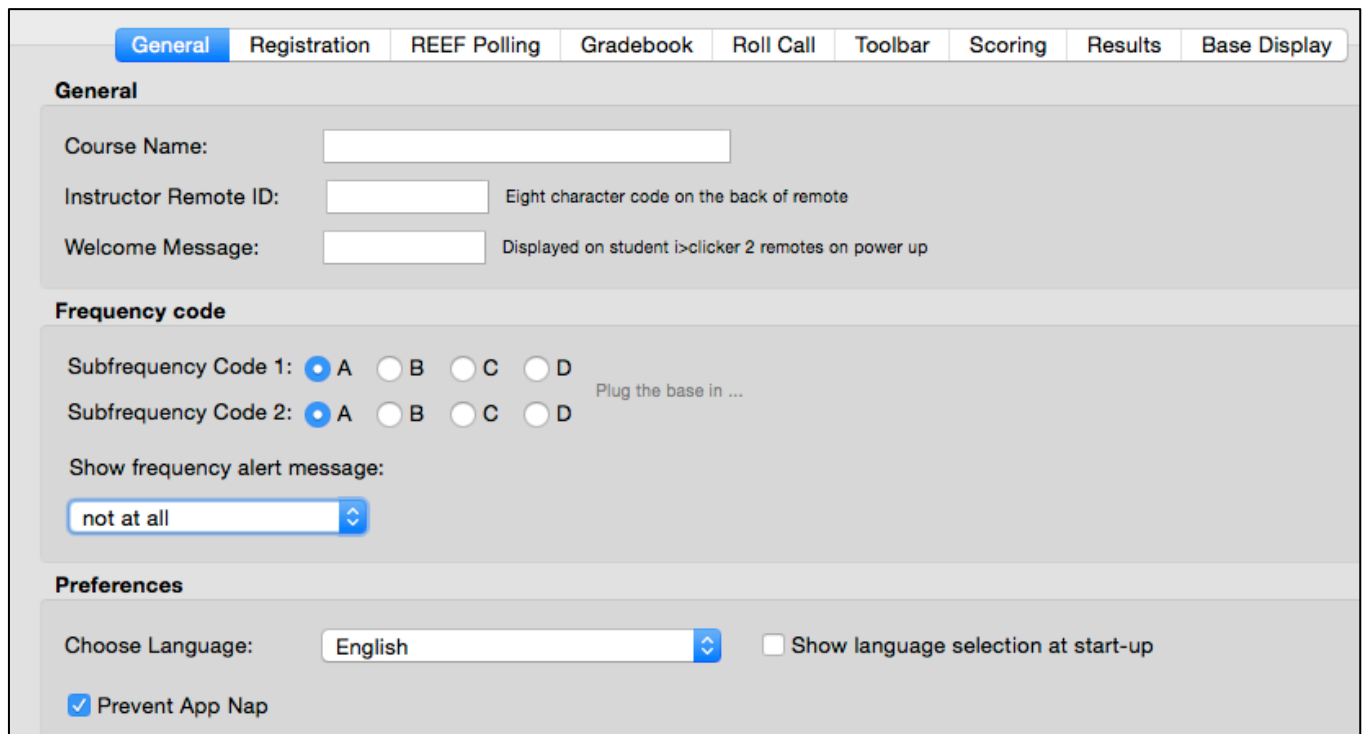


Settings Tabs:

1. Highlight your course and click "Settings" to configure and integrate with Blackboard.



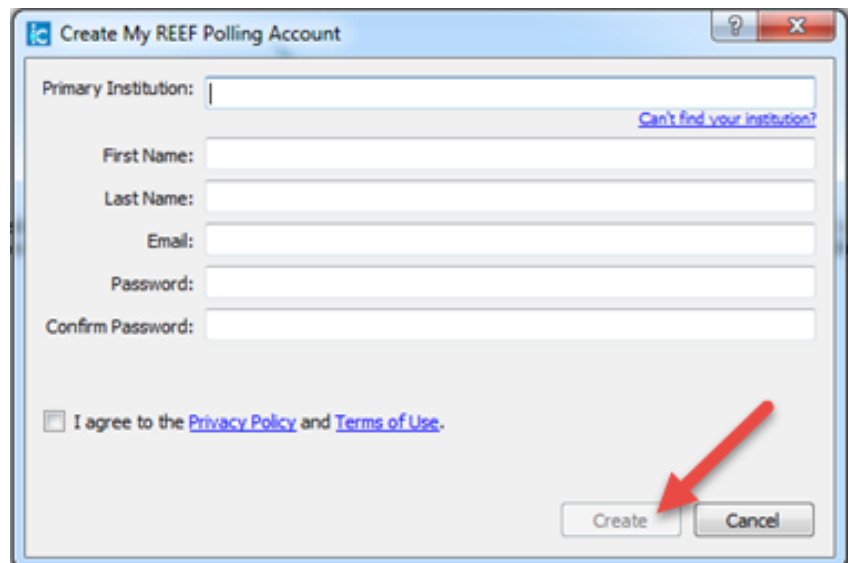
2. *General Tab*: Your Course Name will be populated already. Enter your blue instructor remote ID. This will allow you to run sessions and slides from your remote instead of from a mouse. The instructor remote also includes a laser pointer (red button). That's all you really need to do.



3. Reef Polling Tab (Optional – only if you will allow mobile devices to participate)

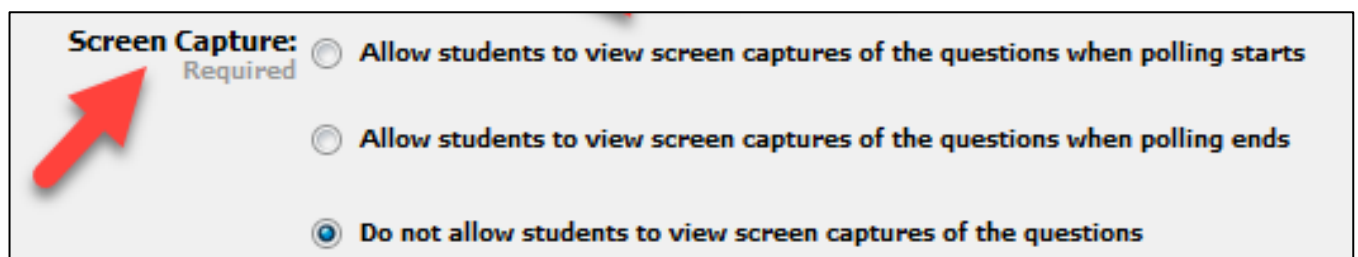


- a. Click "Enable Reef Polling"
- b. If you already have a REEF account, login; otherwise enter your SDSU email address, enter a simple password of your choosing, then click "Create Account."
- c. The "Course Details" window will open. Fill out the required fields. This is what students will see when they look for your course.



- d. Click "Create" and another window will open that displays confirmation of what you entered.

NOTE: You can choose to allow Reef students to view screenshots of questions after each session has ended. Most faculty select "Do not allow."



4. *Gradebook Tab*: Click on the Gradebook tab to identify your institution and your course. This connects the iClicker software to your Blackboard course. You can run a session without setting up the Blackboard connection to your course. All scores will be saved using the remote or Reef ID.

NOTE: If you want to set up the Blackboard connection, the course must be "available" for student access in order for iClicker to see it.

General Registration REEF Polling **Gradebook** Roll Call Toolbar Scoring

Learning management system (LMS)

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

Select the course to sync your i>clicker gradebook roster and scores:

LMS Name: Blackboard Learn

LMS Course: [No Course Selected]

5. If this is your first time, you will need to login to Blackboard using your Blackboard username and the SSO Key that is embedded in your Blackboard course. Make sure to save your login info.

Security Key

1. Control Panel
2. iClicker Instructor Tools
3. SSO Security Key
4. Copy and paste

Log in to your learning management system

LMS Username:

LMS Password:

Security Key: [What is this?](#)

Save my credentials and automatically log me in to my LMS

6. *Toolbar Tab*: You can decide whether you want the timer to count down so that students know when the poll will end; or you can count up and tell students when the poll will end. Most faculty count down; however if students are discussing something before answering or doing math, you may want to count up so that you can be sure all students are ready before you close the poll

Polling timer

Count up from 0 seconds
 Polling does not end until manually stopped.

Count down from (min:sec)
 Polling ends automatically when time expires or when manually stopped.

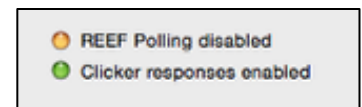
7. **Scoring Tab:** Decide now or later on your scoring scheme. Participation Points can be thought of as "attendance." Performance points show how many questions students answered and/or got correct. The most popular choice currently is 1 point for responding and additional point if correct.

NOTE: Participation and Performance can be uploaded into the Grade Center as separate columns.
 NOTE: You can upload each individual session or "aggregate" them into one running total column. See Gradebook Options for more info.

In-class Polling

Connect your equipment

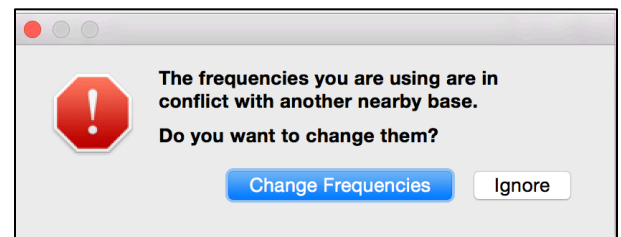
1. Plug base receiver into podium USB and other end into base receiver
2. Plug your USB into the USB port on base receiver
3. Plug electrical cord into outlet if needed
4. You should see a green light indicating which functions are working



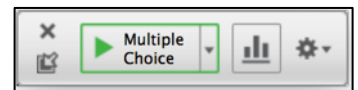
NOTE: Some classrooms now have the base installed in the podium meaning you won't need to bring one.

Start Session

1. Open your iClicker software and turn on your remote (orange button)
2. Click the "Start New Session" button. (Start a new session before opening your PowerPoint, Keynote, Prezi slideshow, or PDF.)
3. If you get a frequency conflict error, you should change your frequency to keep your votes from bleeding into another session and vice versa. (See General Tab in your settings. You must also then change your remote frequency and students need to reset their clicker frequencies.)

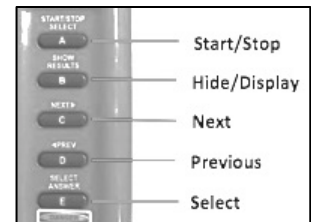


- The session polling toolbar will appear. You can use a mouse to click the session polling toolbar to run your polling session if you forget your faculty remote. Otherwise, use your remote to advance slides, open/close polling, show/hide results, etc.



Start Polling

- Press "A" to start and stop polling.
- Press "B" to show and then hide the results chart (how students voted)
- Use "Next" and "Prev" to advance slides



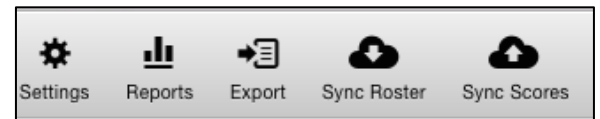
Designate Correct Answers in Class

While you have the Results Chart open in class, press "E" to cycle through the answers in the results chart. Leave one answer green which indicates that is the correct answer. You can also use the "Answer" button on the results chart and select from the drop down menu. You can change this later or add additional points for other choices in the iClicker Gradebook.

Gradebook Options

Sync Roster (match clickers to students)

You can conduct polling sessions without syncing your roster. Student scores will be saved. They will not be associated with a student for grades until you "sync" your roster.



Sync your roster frequently during the drop/add period and before you sync scores into Blackboard in case any registration changes have occurred including the use of a new clicker in your class..

If you have not already retrieved and saved your SSO Security Key, you will need to do so in order to sync. (Control Panel => Course Tools => iClicker Instructor Tools => SSO Security Key. Copy and paste the security key into iClicker login window.) Make sure to click "save" so you only do this once.

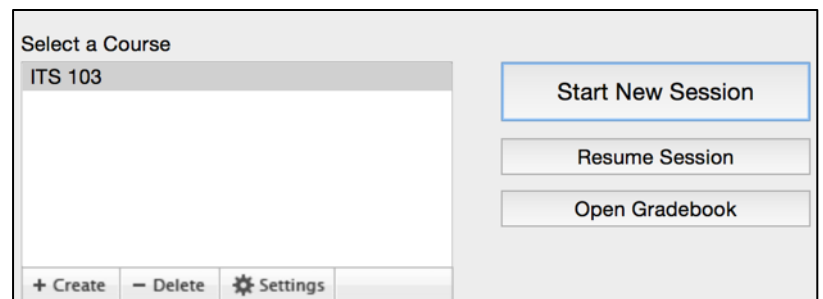
To sync your roster:

- Click "Open Gradebook."
- Click "Sync Roster."
- Names in blue have registered a clicker or REEF account. Names in red have not registered a clicker. Red numbers are clickers that have been used in class but have not been registered.

Scoring after Class

If you didn't designate correct answers during the polling session, you can do it later. You can also Sync your Roster, Export an Excel spreadsheet, run Reports, and Sync Scores to Blackboard using the iClicker Gradebook.

- Open your iClicker software
- Click "Open Gradebook"



- Click "View" at the top of your session to view student scores.

Name	Course Average	Course Total	Performance Total	Participation Total	Session 16 4/6/17
					View
Possible Poi...		16.00	0.00	16.00	1.00
Average Poi...		9.74	0.00	9.74	1.00
Average %		61%	0%	61%	100%

Every time you started a polling question, iClicker took a screenshot of your desktop. Each screenshot is displayed. You can enlarge the display by clicking on the screenshot (left side). You can select the correct answer by typing it or clicking on the box. Use the arrows or click on the screenshots to cycle through all of your questions.

Summary
Scoring

Question 1

Question 1

Delete Question
View Chart

Question Type: Multiple Choice

Correct Answer:

✓	Response	Vote %	Votes	Points
<input checked="" type="checkbox"/>	A	84%	38	1.00
<input type="checkbox"/>	B	11%	5	0.00
<input type="checkbox"/>	C	4%	2	0.00
<input type="checkbox"/>	D	0%	0	0.00
<input type="checkbox"/>	E	0%	0	0.00

NOTE: If you need to add points to other answers, double click on the "0.00" and type the desired points and then press return or enter on your keyboard.

Sync Scores (upload grades)

- Click "Open Gradebook"
- Click "View" on the column you want to upload to double-check scoring, delete questions, etc.
- Click "Summary" if you'd like to change the column name in Blackboard to something more useful such as date you conducted the session not the session number.
- Click "Sync Scores" when you are ready to upload.
- Choose session you want to upload and click "Next."
- Choose what you want loaded into Blackboard (separate columns, aggregated total, etc.)
- Click "Upload."

Upload Scores to LMS

Customize your uploaded data.

Selected Session(s)

Each session is a separate entry
 Aggregate sessions together as a single entry

Points Uploaded

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

Back
Cancel
Upload

8) Reports

iClicker can prepare three different reports: overall, session, and student summary. You can select which session or all sessions. The Overall Summary Report shows number of students who voted, number of questions asked points possible and session average. The Session Summary Report gives

more detail for each student, time that question was open, and how students answered. The Student Summary Report shows individual student's total percentage, performance and participation points, and whether they were marked as Absent (Ab).

Export: Export creates an excel spreadsheet of the grades; but does nothing else!

Troubleshooting

Frequency Conflicts

If a frequency error message appears or a student comes in and can't use their clicker because they are getting the "No Base" icon:

- a. Press and hold the orange button until the screen display blinks
- b. Enter the correct frequency – usually AA.
- c. You will see a checkmark if this is correct.

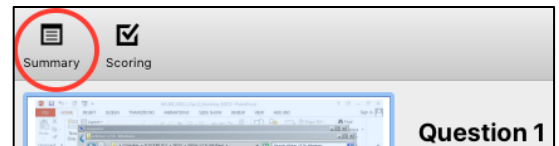
To change the base receiver:

- a. Open the iClicker software
- b. Go to Settings
- c. Click the "General" tab
- d. Select a new frequency using the radio buttons (Ex: AB, BB, CA, ...)

Delete a Session

If you find it necessary to delete a session entirely, simply follow these steps:

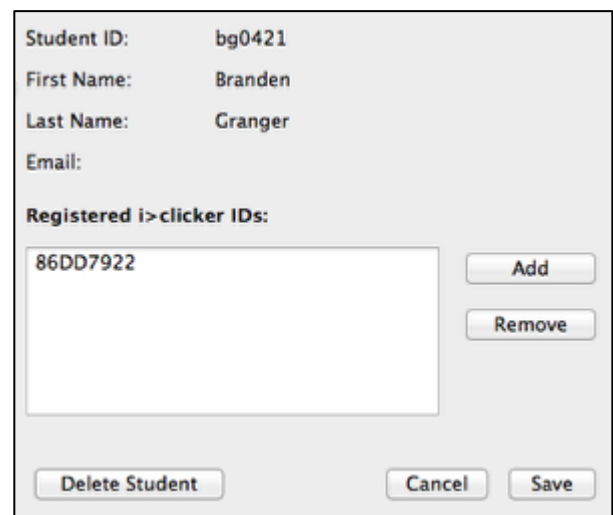
1. Open the iClicker software
2. Open the Gradebook
3. Click on "View" for the particular session you want to delete
4. Click on "Summary" in the upper left corner of the window
5. Click "Delete Session" in the lower left.



Add/Remove iClicker ID Numbers

From the Gradebook:

1. Double-click on Student Name
2. Student Detail window opens
3. You can add/delete clickers
4. You can delete the student entirely
5. Click "Save"

A screenshot of the Student Detail window in the iClicker software. It contains the following fields:

- Student ID: bg0421
- First Name: Branden
- Last Name: Granger
- Email: (empty)
- Registered i>clicker IDs: A text box containing '86DD7922' with 'Add' and 'Remove' buttons to its right.
- At the bottom, there are three buttons: 'Delete Student', 'Cancel', and 'Save'.

Additional Support

A much more in-depth User Guide is included with your iClicker software. It is an over 100 page PDF. However, it doesn't cover Blackboard integration. Our software is customized to integrate with Blackboard.