

# i>clicker® Quick Start Guide

Windows version 5.4

## Setting Up i>clicker

- 1 Connect the i>clicker receiver to a USB port directly on your computer. The receiver's LCD screen lights up.

**IMPORTANT:** Do not connect the receiver through the keyboard or non-powered USB hub.

- 2 Place the i>clicker flash drive in the USB slot on the back of the receiver.
- 3 Go to **My Computer** to locate and double-click the flash drive, usually the **E** or **F** drive or called a **Removable Disk** by the system. The flash drive contains two folders: **iclicker Win** and **i>clicker Mac**. These folders contain the software for PC and Mac users respectively.

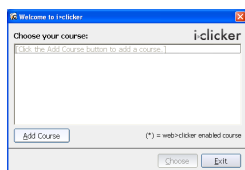
**NOTE:** We recommend you double-click the **WebUpdate** icon the first time you use i>clicker. WebUpdate will walk you through the steps to ensure you are using the latest version of i>clicker. The software can also be downloaded free of charge from [www.iclicker.com](http://www.iclicker.com).



## Creating Your Classes in i>clicker

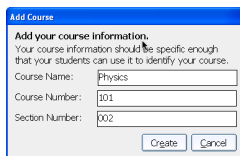
**IMPORTANT:** It is no longer necessary to make a separate copy of the **MyCoursePC** folder for each i>clicker class or section. A single copy of the new **iclicker Win** folder now gives you access to all your courses and sections.

- 1 Double-click the **i>clicker** icon to start the program.
- 2 The **Welcome** screen initially appears with no courses listed. Click the **Add Course** button.



Welcome screen (without courses)

- 3 An **Add Course** window appears. Enter your **Course Name**, **Course Number**, and **Section Number**. This combined information will serve as the unique identifier for your course.

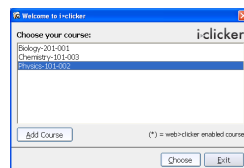


Add Course screen

- 4 Click the **Create** button. i>clicker automatically creates a new course folder in your **iclicker Win\Classes** folder. The **Add Course** window closes and you are returned to the **Welcome** screen with your course name in the list of courses.
- 5 Repeat steps 2 – 4 to create as many courses or sections as you need.

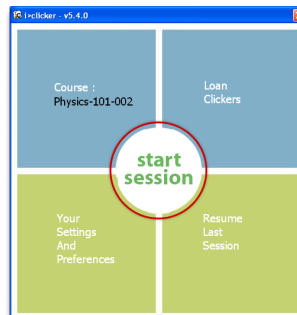
## Polling Students

- 1 Double-click the **i>clicker** icon to start the program.
- 2 Select the desired course from the list of available courses and click the **Choose** button. If you do not see your course listed, see the previous section *Creating Your Classes in i>clicker*.



Welcome screen (course selected)

- 3 The **Main Menu** screen will appear. Click the **start session** link in the center of the screen.



Select **start session** from the Main Menu screen

- 4 The **Main Menu** screen disappears and the **floating toolbar** appears in the top-left corner of your screen, indicating that i>clicker is active. You can reposition the toolbar anywhere on your desktop.
- 5 When you're ready to pose a question, advise your students to turn on their clickers, present the question and answer choices (either verbally or visually), and click **START** on the toolbar.

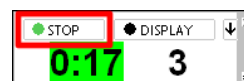


i>clicker toolbar (Start)

The **START** button toggles to become a **STOP** button and the toolbar expands to show a timer and vote counter when polling is active.

**TIP:** If you use a program to display your question (e.g. PowerPoint), 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.

- 6 To stop polling, click the toolbar **STOP** button and i>clicker will no longer accept votes.



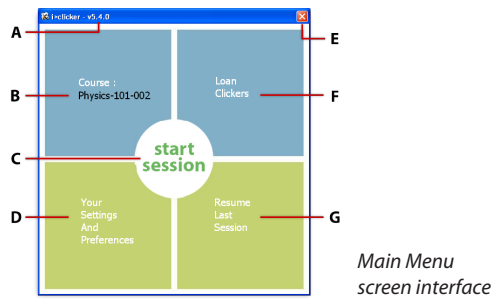
i>clicker toolbar (Stop)

**NOTE:** If students vote when polling is inactive, the **Vote Status** light on their remotes will flash red three times to indicate their votes were not received.

- 7 If desired, use the **DISPLAY** button on the toolbar to show a graph of the class responses. See the section *Viewing Student Responses* for more details.
- 8 Repeat steps 5 – 7 for each question you ask in class. When you are finished polling, close i>clicker.

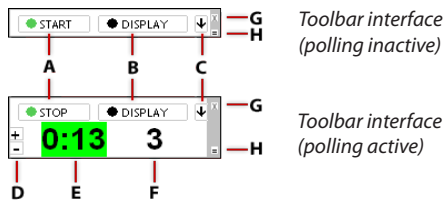
**TIP:** Use an Instructor's Remote to control polling from anywhere in the room. (See *Designating an Instructor's Remote*.)

### The i>clicker Main Menu Screen



- A Software version number
- B Active course/section name; initially the name of the course. You can change the text in the **Settings and Preferences**.
- C **Start Session** link
- D **Settings and Preferences** link
- E Close/exit program
- F **Loan Clickers** link
- G **Resume Last Session** link

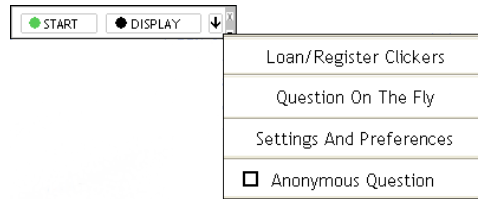
### The i>clicker Floating Toolbar



- A **START/STOP** polling toggle button
- B **DISPLAY/HIDE** toggle button for student response chart
- C Options menu button; only enabled when polling is inactive
- D Add (+) and Remove (-) time buttons; only visible when countdown timer is selected. The timer is adjusted by 20-second intervals.
- E Count-down/count-up timer
- F Number of responses received
- G Close/exit button
- H Minimize toolbar button

### The Toolbar Options Menu

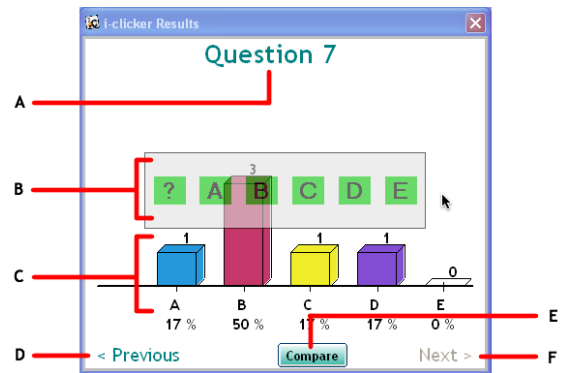
The Options menu button gives you quick access to several useful functions.



Toolbar options menu, expanded

Refer to the i>clicker User Guide for details about these functions.

### Viewing Student Responses



Student response graph with rollover buttons

- A Question number for currently displayed data
- B Correct answer choice buttons; only visible when the mouse cursor is positioned over the graph. Designate a correct answer by clicking one of these buttons and the bar colors will change to highlight the right choice.
- C Student response data. Bars represent percentage of total votes and the number of votes is shown in parentheses.
- D **Previous** link; displays question data for previous question.
- E **Compare** button. Clicking this link brings up a second graph to compare alongside the current data.
- F **Next** link; displays question data for next question.

Your receiver's LCD also displays voting results and is updated every second when polling is active.



- A Timer
- B Number of responses received
- C Percentage of total votes for responses A-E

## Designating an Instructor's Remote

You can assign one of your remotes to serve as the Instructor's Remote to control polling functions from anywhere in the room.

- 1 Navigate to the **Settings and Preferences** from either the Main Menu screen or the toolbar Options menu button.
- 2 From the **General** settings tab, enter your clicker's remote ID in the **Dedicated Instructor's Remote** field. The remote ID is the 8-character alphanumeric code printed on the back of the remote, below the barcode.
- 3 Click either the **Set for Session** or **Set for Term** button.



The buttons on the Instructor's Remote perform the following functions:

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

Use the sticker provided with your instructor's kit to label these functions on the remote.

## 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:** DO NOT use the following instructions for registering students if you are using i>clicker with a course management system (e.g., Blackboard). Go to [www.iclicker.com](http://www.iclicker.com) and download the instructions for your specific CMS. i>clicker currently supports Blackboard, Blackboard CE/Vista (WebCT), Moodle, ANGEL, Sakai, and Desire2Learn.

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

- Create a class roster file in your course folder (within the **Classes** folder in your **iclicker Win** folder).
- Have your students register their i>clickers either online or using the in-class "roll call" method (recommended for small classes only). Be sure to provide students with detailed registration instructions to guide them through the process.
- If any of your students register online, you must synchronize their registrations with i>grader.

Responses from unregistered students are stored in your course folder and are 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 awarded one point for participation if they answer at least 75% of the questions in a session and an additional point for each correct answer. You can adjust these default values in the **Settings and Preferences** or you can change score settings after class using the **Set Scores** options in i>grader.

**NOTE:** You can also register a student manually in either i>grader or i>clicker. See the i>clicker User 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 modify the **Roster.txt** file in your course folder (inside the **iclicker Win\Classes** folder) using Notepad or any other text editor application. List each student in your class, one student per line. Each record should be in the format "LastName, FirstName, StudentID." For example:

```
Akbar, Tammy, takbar
Buckman, Isaac, ibuckman
Elliott, Charles, celliott
```

**TIP:** It's important that students registering online know what student ID you've entered here. Consider adding registration instructions to your syllabus so your students follow the proper registration protocol.

## Web Registration (Option 1)

Online registration is recommended, especially for classes of fifty students or more. To register online, send your students to [www.iclicker.com](http://www.iclicker.com) and have them click the **Register Your i>clicker** button.

To complete the student registration form, students must :


- 1 Enter their First Name and Last Name in the appropriate fields.
- 2 Enter their student ID. This student ID must match the one that is in your **Roster.txt** file or your CMS roster file.
- 3 Enter their i>clicker remote ID. The remote ID is the 8-character alphanumeric code printed below the barcode on the back of their remote.
- 4 Enter the letters or numbers in the captcha security image on the screen. This verification image is a slightly distorted series of characters used to prevent spam bots from submitting the form.
- 5 Click the **Enter** button. An on-screen message confirms that registration was successful. The student's ID is now tied to their unique i>clicker remote ID.

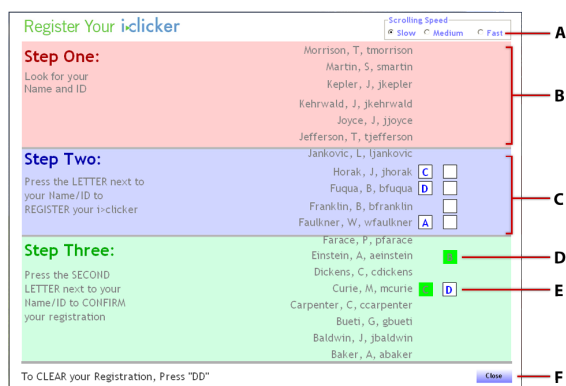
After your students have registered online, you need to synchronize i>grader to update the information in your class folder. Refer to the *Synchronizing Web Registrations* section in this guide for details.

## Roll Call Registration (Option 2)

This registration option is only recommended for small classes with fewer than 50 students. The two registration options (Web and Roll Call) can also be used in combination.


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

- 1 Launch i>clicker and click **start session**.
- 2 Click the options button  on the floating toolbar and select **Loan/Register Clickers** from the menu.
- 3 Click the **Roll Call** button in the displayed window. The Roll Call screen will appear with a scrolling list of names from the class roster file.
- 4 When names scroll into the central 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. Once they've entered the first letter, a new letter appears in the second column. They must also enter that letter to confirm the registration.



Roll Call registration screen

- A Scroll speed radio buttons
- B Students waiting for Step Two to begin registration
- C Students need to use their remote to enter the letter next to their name
- D Student successfully completed registration
- E Student needs to enter the second confirmation letter next to her name to finalize registration
- F **Close** button to exit from the Roll Call screen


 **TIP:** You can set additional Roll Call display options in the **Settings/Preferences**.

## Synchronizing Web Registrations

If any of your students registered via the web, you must update your i>grader desktop application with their registration information.

- 1 Check your course folder within the **iclicker Win/Classes** folder to ensure you have your course roster file (e.g., **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 will not work for that student.
- 3 Launch i>clicker, select a course and click **Your Settings and Preferences**.
- 4 Under the **Registration and Export** tab, verify that you've selected your local CMS (if you're linking student registrations to your campus CMS) or **General** if you're not using a CMS.
- 5 Close i>clicker.
- 6 Double-click the i>grader icon in your **iclicker Win** folder. On the main screen, click **Synchronize Student Web Registrations**. Your list of registered students is updated using information from the web server and database. You will be alerted if any discrepancies between your roster and the website registrations are detected.
- 7 Repeat this process for each course or section in which you are using the i>clicker system.

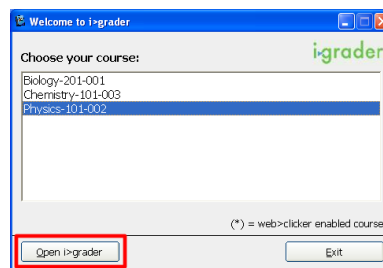
 **NOTE:** In i>grader, registered students appear in blue, while unregistered students and unregistered clickers (if any) appear in red.

## Using i>grader

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

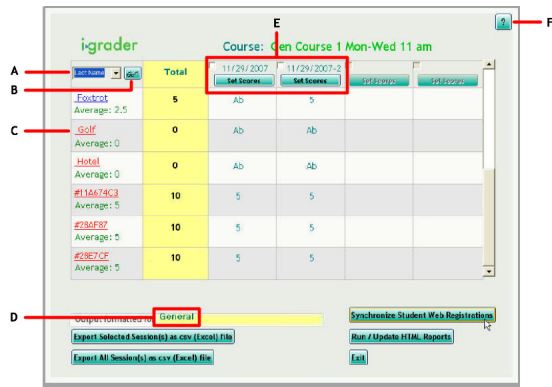
- View students' total and average points
- Edit student registration data
- Adjust scoring criteria
- Delete questions and sessions
- Build Student and Class Reports
- Synchronize students' web registration data
- Export your i>clicker scores for later import into your gradebook or campus CMS

- 1 Launch i>grader by double-clicking the **i>grader** program icon. The i>grader Welcome screen opens with a list of your i>clicker courses.
- 2 Select the desired course and click the **Open i>grader** button.



i>grader Welcome screen

- 3 The i>grader Welcome screen is replaced by the Main screen, which lists class participants (i.e., students who have voted to date) and shows each student's points for every class session.

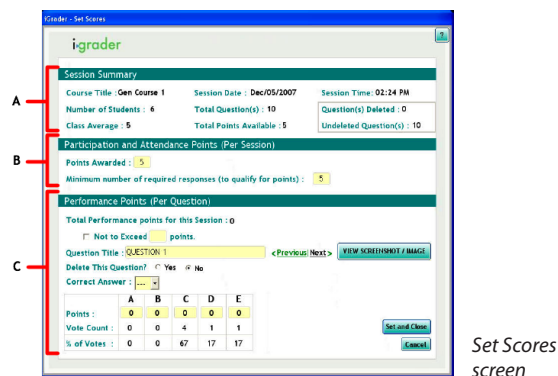


i&gt;grader Main screen

- A Display and sort student records by either **Name** or **Student ID**
- B Click this eyeglasses icon to manage unregistered records
- C Unregistered roster entries appear in red
- D The exported CSV file will conform to the format shown here (General or your CMS)
- E Click the **Set Scores** button to view and adjust scoring details.
- F Click the **Help** button to view additional instructions

## 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**. From i>grader's Set Scores screen, you can adjust points given for individual questions or individual polling sessions. You can also view screenshots associated with each question and designate correct answers. Students' scores are automatically recalculated according to your choices. The Set Scores screen is organized into three sections:



Set Scores screen

- A **Session Summary** displays general information about the session.
- B **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.

C **Performance Points Per Question** 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** to display the image of your screen 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.

**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.

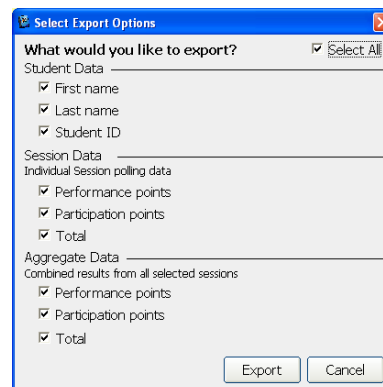
## Exporting i>clicker Session Data

You can export your students' i>clicker points in CSV (comma separated value) files. The CSV format is a simple file type that can be read by nearly all text editors, spreadsheet, and database programs such as 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 course management system (CMS).

**IMPORTANT:** If you are exporting i>clicker polling data to your campus CMS, consult your CMS-specific guide (available at [www.iclicker.com](http://www.iclicker.com)) for more information.

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

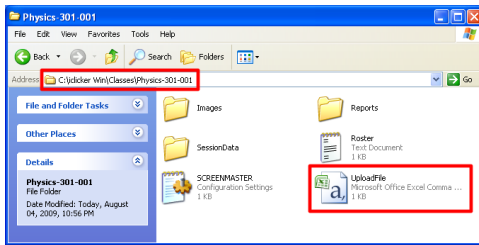
- 1 In the i>grader window, specify the sessions to include. Do one of the following:
  - To export data from one or some of the sessions, select the check box for each desired session then click **Export Selected Sessions as CSV (Excel) File**.
  - To export data from all sessions, click **Export Term Summary as CSV (Excel) File**.
- 2 Select options for the information you want to include in the report. You can export student last names, first names, and/or student IDs in addition to session scores. You have the option of exporting the total scores as well as the performance and participation scores for individual sessions or all of the selected sessions.



Export Options



- 3 Click the **Export** button to complete the process. A confirmation message will notify you that a new file called **UploadFile.csv** was saved into your course folder. Your course folder is located within the **iclicker Win\Classes** folder.



UploadFile.csv file within the course folder

**TIP:** When a file is exported, it is always saved as **UploadFile.csv** and will overwrite the previous export file. To keep multiple export files, rename the first file or move it out of your course folder before using the export option again.

## Creating Student and Class Summary Reports

i>grader creates two types of reports to help you analyze your class polling data:

- Term/Session Summary and Review
- Student Voting Data

**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, screen captures (taken of the active window when the polling session was started), and the voting results graphs.

Choice	A	B	C	D	E
Number	0	0	4	1	1
Percentage	0%	0%	67%	17%	17%
Performance Points	0	0	1	0	0

Time Started: 2:24:39 PM  
 Number of Responses: 6  
 Number Missing: 0  
 Correct Answer: C  
 Maximum Score: 1  
 Class Average: 0.67

Choice: 0  
 Premature babies are especially likely to gain weight if stimulated by:

A. sound and music.  
 B. light and colors.  
 C. touch and massage.  
 D. movement and acceleration.

Sample question data from a Term/Session Summary report

**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.

**Student Session Report : Physics 101-001**

Student ID/Average	Average	Question 1	Question 2	Question 3	Question 4
Aaron Yang Total: 4.00	80%	B	C	D	A
Charles Elliott Total: 2.00	40%	E	A	D	D
Cameron Jesse Total: 1.00	20%	D	E	B	C
Daniel Everett Total: 4.00	80%	C	D	D	A
Isaac Buckman Total: 4.00	80%	C	D	D	A

Sample excerpt from a Student Session report

## To generate the i>grader reports:

- 1 Click the **Run/Update HTML Reports** button. This action generates/updates the reports in your course folder within your **iclicker Win\Classes** folder and opens a Report Summary window.
- 2 Select the report type by clicking on the appropriate hyperlink. A browser window will open with links to the individual reports in your course folder.
- 3 View and print your reports through your web browser. Quit from the browser when you are finished.
- 4 Click the **Close** button in the Report Summary window to return to the main i>grader screen.

## Contact i>clicker Support

Consult the comprehensive i>clicker User Guide or use the on-screen **Help** buttons for additional details on using the software.

Still have questions? Contact i>clicker support.

- Email: [support@iclicker.com](mailto:support@iclicker.com)
- Toll-free Phone: 1.866.209.5698