

1 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 If using a PC, 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. If using a Mac, locate the drive mounted to the desktop or through the finder. The flash drive contains two folders: **i>clicker Win** and **i>clicker Mac**. These folders contain the software for PC and Mac users respectively.

NOTE: It is recommended to do the **WebUpdate** 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.



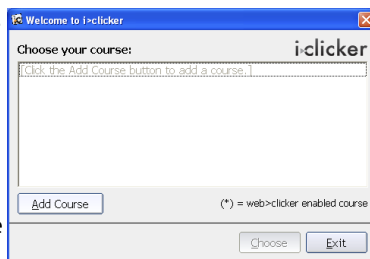
2 Creating Your Classes in i>clicker

IMPORTANT: It is no longer necessary to make a separate copy of the **MyCoursePC** or **MyCourseMac** folder for each i>clicker class or section. A single copy of the new 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.



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

Add your course information.
Your course information should be specific enough that your students can use it to identify your course.

Course Name:

Course Number:

Section Number:

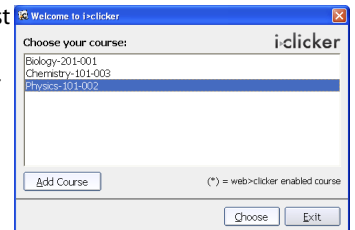
5 Repeat steps 2 – 4 to create as many courses or sections as you need.

4 Click the **Create** button. i>clicker automatically creates a new course folder in your **Classes** folder. The **Add Course** window closes and you are returned to the **Welcome** screen with your course name in the list of courses.

3 Polling Students

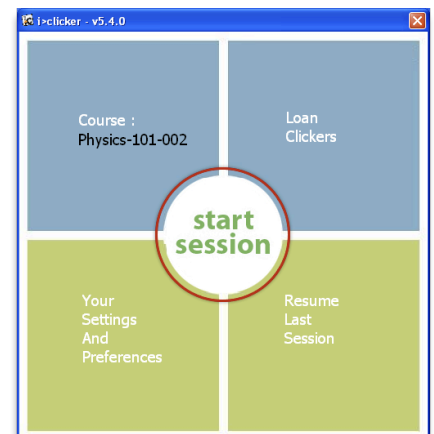
1 Double-click the **i>clicker** icon to start the program.

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*.



3 The **Main Menu** screen will appear. Click the **start session** link in the center of the 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 by simply clicking and dragging.



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



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.

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.

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

8 Repeat steps 5 – 7 for each question you ask in class. When you are finished polling, close i>clicker.

4 Designating an Instructor's Remote

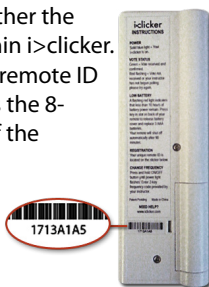
You can assign one of your remotes to serve as the Instructor's Remote to control polling functions from anywhere in the room.

- 1 Navigate to the **Settings and Preferences** from either the Main Menu screen or the Options menu button within i>clicker.
- 2 From the **General** settings tab, enter your clicker's remote ID in the **Instructor's Remote ID** 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 Course** or **Set for This Session** button.

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

- A Start/stop polling
- B Hide/display student response graph
- C Move slide forward
- D Move slide backward
- E Show/hide right answer



5 Setting Grading Preferences

- 1 Navigate to the **Settings and Preferences** from either the Main Menu screen or the toolbar Options menu button within i>clicker.
- 2 On the **Registration/Export** tab, make sure the Course Management System option is set to **Desire2Learn**, RIT's Course Management System.
- 3 Review settings on the **Scoring** tab and set to your grading policy.
- 4 Save the settings by clicking either the **Set for Course** or **Set for This Session** button (you will usually save settings for the term of the course.)
- 5 You will also need to export a copy of your myCourses grade book into your course folder. To do this go to the **Grades** area of your course in myCourses and click **Export Grades**. Choose to export Last Name and First Name (under User Details), include all Grade Items and click **Export to CSV**. Save the file by clicking on the new window's link and rename the file "**gradesexport.csv**". Place this file in the class folder you have created on your flash drive for the course.

6 Adding Widgets to Your Course

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

- 1 From within myCourses access the course shell with which you are using clickers. Go to **Edit Course** (near the Logout link) and choose **Homepages** on the next window. You will need to make a copy of the Course Default homepage to add additional widgets to your homepage. To do this, click the copy icon below Actions and confirm copy. Once you have created a copy of the Course Default homepage set this new homepage to active using the **Set** button under Active and confirm. When done return to your Course Home page.
- 2 Now that you have created an additional homepage you can edit the widgets that appear on the page. To do this click on the pencil icon in the bottom right corner of the screen (scroll down if necessary). This page will show you all the widgets currently on your homepage. Click the **Add Widget** button in the bottom of the left panel. Locate **i>clicker - Student Registration** from the list and check the box to the left. Then click **Save** to add the widget to your Course Home page. You can choose to move this widget anywhere within the left panel by clicking the down arrow icon in the upper right corner of the widget box and choosing **Move Up** or **Move Down**. It is recommended to move this widget close to the top of the left panel so students can see it.

IMPORTANT: It is no longer necessary to add the i>clicker - Faculty Tools widget OR download any roster files. It is also not necessary to remove these items. If you would like to remove the Faculty Tools widget from your homepage start at the Edit Homepage page in myCourses, locate the widget, click the arrow on the widget and select Remove from Homepage.

7 Students Registering Clickers

Inform your students they need to associate their RIT username with the unique serial number on their i>clicker remote through the **i>clicker - Student Registration** widget in your course in myCourses. The student will need to:

- Enter his/her first name and last name.
- Enter his/her RIT Username (**NOT** their RIT University ID).
- Enter his/her i>clicker remote ID (found on the back of the remote).
- Enter the security code that appears on the screen and click submit.

After a student's information is saved on the server, he/she will see an on-screen message confirming that registration was successful. The student's RIT username is now tied to his/her unique i>clicker remote ID.

8 Synchronizing Registrations

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

- 1 Make sure all your students have voted at least once. If a student has not yet voted, synchronization will not work for that student.
- 2 Double-click the i>grader icon in your **i>clicker** 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.
- 3 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.

9 Posting Grades in myCourses

In order for your students to see the grades they received for the clicker activities in your course you will need to post that information to your myCourses grade book.

- 1 In the i>grader window, you will need to change the session names for each session that you would like to export to the myCourses grade book. You will need to name them exactly as they are named in the corresponding column in the grade book. To do this, click on the session name, rename the session in the available session name text box, and click **Set and Close**.
- 2 Specify the sessions you would like to export by either selecting individual sessions and then clicking **Export Selected Sessions as CSV (Excel) File** or choose all sections by clicking **Export Term Summary as CSV (Excel) File**.
- 3 Since you have already selected Desire2Learn as the Course Management System you will be using (see Setting Grading Preferences), iGrader will export the file in the correct format. 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 **Classes** folder.
- 4 Go to your Grades area of your course in myCourses and click the **Import Grades** icon. Then select the **UploadFile.csv** you just created from iGrader. Follow the on screen instructions to import the grades into your grade book.



NOTE: Any column names that do not correspond to columns in your myCourses grade book will be ignored upon import. A total column is automatically created in each UploadFile.csv. If you would like to use the total column you will need to manually change the name of that column in the UploadFile.csv to match your myCourses grade book column where you would like that data imported. Otherwise, ignore this column completely.