

Using i>Clicker - The Basics

WHAT YOU WILL NEED FOR IN-CLASS POLLING

- Receiver unit with USB cable.
- Flash drive with the i>Clicker program.
- Students will need a clicker or will need to have a mobile device and the REEF Polling app.

SET UP YOUR COURSE BEFORE YOU GET TO CLASS

1. Plug in the flash drive to your computer.
2. Open the iclicker folder and double-click the i>clicker icon 
3. When the “i>clicker” window appears click the **+Create** button.
4. Enter your “Course Name” and click **Create**.
5. If you will allow students to use the REEF App, with the course name selected, click on the **Settings** button.
6. Click the Reef Polling tab.
7. Click the Enable Reef Polling button, and enter your email address and either click the Create Account button, or enter your account information.
8. Repeat steps 4-7 for each of your classes.
9. There are other features you can explore in **Settings**, to customize your i>Clicker experience. Refer to the **User Guide** located in the iClicker folder on your flash drive for more information.

IF YOU ARE RECORDING VOTES...

- If you plan to give credit to students for attendance, class participation, or performance, you will need to create a student roster file on your flash drive for each class.
- Also, students will need to register their remotes to have student response data tied to their names.

HERE IS HOW TO MAKE YOUR ROSTER FILE:

1. Using a plain text editor, like Notepad on a PC or TextEdit on a Mac **open the “Roster.txt” file found within your class folder, which is inside the Classes folder, which is inside the iclicker folder on your flash drive.** Be sure to open this file in a plain text editor, not a word processing application like Microsoft Word.
2. **Add your own roster of students using the format “Lastname, Firstname, ID.”** Enter one student per line, and separate each element by commas and a space. The ID must be the unique ID that you are using for grading.
3. **Save and close the file.** Be sure you save the file to its original location in the appropriate i>clicker course folder.

REGISTERING STUDENT REMOTES:

NOTE: Before you can register the remotes using this method, you must run at least one i>clicker session with your students. If a student has not yet voted with his/her i>clicker remote, the online registration will not synchronize with your i>grader application.

1. **Direct your students to complete the web registration form at <http://www.iclicker.com/registration>.** This form requests the student's first and last names, clicker remote ID, and student ID. Be sure and let students know what you are using for their studentID, since what they enter for this field must match what you have listed in the Roster.txt file Tip: Students can use the same i>clicker remote for multiple classes, and will only need to register their remotes once. If a student makes a mistake he/she can simply register a second time.
2. **Launch the i>clicker application** on your flash drive. Click on your class and then click **Open Gradebook**. You will see your session(s), labeled by date, and you will see names and remote IDs in red on the left.
3. **Click the "Sync" button** on the top of the window. A pop-up window will appear, telling you how many records were synched. In your grade window you will see your roster listing students' names now in blue instead of red (red means the student is not yet synched with a remote).
4. **A notification will alert you to any discrepancies** between your roster and web registrations (e.g. students enter an incorrect student ID, a student votes and is not yet in your roster, etc.). The program will offer you choices to resolve the discrepancy.

Example: A student registers his i>clicker online, but upon synchronizing you are notified that this student's ID does not match any record in your roster file. You realize that the student has both mistyped his last name and entered the student ID in a slightly different format. Because you can be reasonably sure that this is the correct student, you select his name from the list of students in the roster and click the Accept button.

5. **If you continue to see red/unassociated i>clicker ID numbers**, they likely belong to students who have not yet registered online. Check with your students and synchronize again. If there are problems synchronizing one or two students who have registered online, you can register these students manually. TIP: We suggest setting a deadline for Web registration (perhaps after the university deadline for adding/dropping courses). This will allow you to confirm all students are registered and assist you with classroom and i>clicker management.

RUNNING AN I>CLICKER POLL IN CLASS

This section details the most basic way to begin posing questions, gathering responses, and displaying results.

1. **Setup - Connect the receiver to the computer** using the USB cable provided with your receiver. Place the receiver's antenna in the upright position.
2. **Plugin the flash drive – Insert the flash drive with the i>clicker program and your classes into the computer.**
3. **Start program - Launch the i>clicker application from the flash drive.** The i>clicker Welcome Screen appears.
4. **Start session - Click on “Start New Session” from the welcome screen.** The Welcome Screen disappears, and a floating menu bar appears in the top-left corner of your screen, indicating that i>clicker is active. You can reposition the menu bar anywhere on your desktop.
5. **Run your poll - Advise your students to turn on their clickers, then present the question and possible answers. When you're ready to gather responses, click “Start” on the menu bar.** The “Start” button changes to “Stop, and the menu bar expands to include a timer and a vote counter display.
6. **Stop your poll - To stop polling, click “Stop” on the menu bar.** Once you have clicked “Stop,” 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.
7. **Display results – Click the graph button to see students' responses as a graph.** The graph displays the number and percentage of votes for each option. To resize the graph, drag the lower-right corner of the graph window.
8. **Mark the correct answer -** To designate one answer in the graph as correct, mouse over the graph and select the correct letter from the choices that appear. The bar for the answer you choose as correct will turn green and all others will turn red.
9. **Exit the program -** To exit i>clicker, click on the small white box in the upper right corner of the floating menu. You will be asked to confirm that you would like to quit i>clicker. Click “Yes” to quit.
10. **Resuming a Session -** The next time you launch i>clicker, you can choose between “Start Session” or “Resume Last Session.” If you choose “Start Session,” response data for this session will be recorded separately from the previous session. Choose “Resume Last Session” if you want the data for two sessions to be stored together, or if you inadvertently closed the program.

There are much more details about polling options and viewing grades in the *User Guide* that can be found on the flash drive. Once you have the basics down, we encourage you to explore the guide.