i>clicker Quick Start Guide

This is an abbreviated user guide. If this is your first time using Clickers, use the full version of the Clicker Faculty user guide found on the unh.edu/it/kb support site.

Creating a course

1. Open your i>clicker software. If you are using a Mac, you may receive the message “i>clicker is damaged and can’t be opened.” This is not the case, and only means that you need to enter System Preferences > Security & Privacy. Choose “Anywhere” from the section “Allow applications downloaded from:”.

2. A screen appears labeled “i>clicker” with the version number at the top. Make sure the version you are using is the current version.
3. To make a new course, choose the Create button in the bottom left of the screen.
4. Enter your course title that will make it easily identifiable to you, include the semester.
5. Please note that these fields do not allow most special characters.
6. Next select the Settings button to apply the settings to this course. (This button was unavailable until the course name was added.)

Settings Options

General
1. Place your 8-digit instructor ID in the field to control the polling session and presentation with your blue instructor remote.
2. For the “Welcome Message” You may enter a brief (8 character limit) message that will displays on the student remotes and helps students identify they are connected to your course.
3. Frequency Code is the 2-letter frequency code for your classroom. The code is displayed on the wall. If you know it, enter it now otherwise wait until you get to the classroom.

1/8/17
Mobile

If you would like students to use their mobile device in class to answer polling questions, enable the REEF polling.

Log-in to REEF or setup a new account, enter the course details in the window that appears. This course information is what the student sees when they add the course to their REEF app. See the student REEF app instructions for more details about the student experience.

Gradebook

Select the Gradebook tab to locate the Canvas course you will be using with i>Clicker.

Select Course

1. Choose “Select Course” and enter your UNH username and password. A list of your myCourses, Canvas courses will appear.
2. After choosing “Login”, select “Authorize”.
3. Select your course from the pop-up “Learning Management System” window. If you see multiple listings for your course, select the first one in the list. If you have cross-listed your course, make sure to select the combined course.
4. Choose “Select”. Your course will display in the i>clicker window.
5. Check the “Only sync remote registrations with students in your LMS”.
6. Check “Upload zero scores as zero”. This assigns the zero score in Canvas grades.
7. Check the “Upload Ab (absent) scores as zero”. Ab indicates a student was either not in-class or did not use their device in class, this option assigns a Zero to the student in Canvas grades.

Note: If you have combined your course, make sure you select the correct course from the list. In myCourses, course settings you can rename the combined course with a new “combined” name. This “combined” course name will appear in this Clicker list allowing you to identify the correct course.
Scoring

1. Select the Scoring tab to enter the points for the session.
2. Select one or both of the following options:
   > Participation Points
     ✓ The “Participation points” section allows you to set the single value that students will earn simply for responding to all questions, regardless of whether they are right or wrong. This grading option considers the student participation in a session as a whole.
     ✓ The dropdown menu allows you to choose what proportion of the questions a student must respond to in order to get credit for the participation points.
   > Performance Points
     ✓ The “Performance points” section allows you to grade students depending on whether or not they are answering questions correctly. This grading option applies points for each question.
     ✓ “Points for responding” provides points to a student just for responding, whether it is right or wrong.
     ✓ “Points for correct response” provides the option to assign an additional point for getting a question correct.

3. By checking the box next to “Limit the total performance points earned in a session to a maximum of:” and entering a number, you can cap the many points a student can earn in a single session.
4. Select Save to save your selections and return to the main Clicker view.

Downloading the Roster

1. Next you need to download the students from your Canvas course into the i>Clicker roster.
2. Open your i>clicker software and select your course. Choose Open Gradebook.
3. Clicking Sync Roster will allow you to update your roster at any time. This should be done frequently during the add/drop period and then periodically throughout the semester to ensure the student information is up to date.

Changing the Frequency

In the classroom you will find the classroom specific frequencies displayed at the front of all registrar-controlled classrooms. In order to change the frequency for your remote, the i>Clicker base station in the room must be plugged into a computer or flash drive and i>Clicker software must be open.
Set the frequency in the Clicker software

1. Open the Clicker application and select Settings.
2. On the settings page, enter the letter frequency and select Save.

Set the frequency on the instructor or student remotes

1. Turn on the remote using the orange power button
2. Hold the power button down for 2-3 seconds. The letter frequency begins blinking inside a set of brackets [ ], and the message “SET FREQ” appears.
3. Use the A-E keypad to enter the frequency code letters displayed at the front of the classroom.
4. You should see a checkmark appear on the screen to indicate that the remote has successfully connected. If you enter in an incorrect code, the frequency continues to flash until a valid frequency is entered. (The code is automatically saved and is indicated by the checkmark)

Running a Session

1. Start a session by opening your i>clicker software, choosing your course, and selecting the Start
2. New Session button. Once you have started a session, you’re ready to begin asking questions right away.
3. A polling session toolbar appears in the upper left of your screen. You can move it anywhere on the screen at any time by clicking and dragging with your mouse.

Asking Questions

Clicker version 7.17 now offers demographic questions. See the KB article about demographics for more details.

1. When you are ready to begin asking questions, advise students to turn on their Clickers.
2. In order to ask a question, you can click the green button to start the polling. The question type displays in the toolbar, which you can set to multiple choice, numeric or alphanumeric. You can use the Faculty device to control the sessions or you can use the polling toolbar.
3. When the polling session starts, the toolbar changes from green to red “stop” button, the timer, and a count of student responses received are displayed on the far right of the toolbar. You can press “stop” at any time to finish accepting responses to a question.

Display Polling Results

Either during polling or after asking a question you may click on the button to display a graph or histogram of the responses, depending on your settings.

✓ The **Question dropdown** allows you to move between the questions, as do the right and left arrows in the top left.

✓ **Answer** allows you to chose the correct answer. You may also click on the bar of the correct answer. Correct answers will appear in green, and incorrect responses in red. For Numeric and Alpha-numeric responses, if none of the submitted answers are correct, you may select “Other” at the end of the list. If you are assigning points for correct answers, then when you select the correct answer, the grade option will assign points to students who answered it correctly.

✓ **Compare** allows you to display two results charts side-by-side so you can compare results.

✓ **Characters** allows you to set the character limit for numeric and alphanumerics questions.

✓ **Type** lets you choose between different chart options based on the type of question that you are asking. This may also be done in your settings.

Post Class Activity

If you are scoring your students using Performance Points and rewarding points for correct answers, then make sure you have selected the correct answer for each question. This can be done during class when you are reviewing the polling results with students or you can review answers after class is over by accessing the session data and select **View** to open the session data and review each question.
Sending Grades to your LMS

1. After you complete a session and want to send the information to your course grades, open the i>Clicker Gradebook and click on Sync Scores button.
2. A new window titled “Upload Scores to LMS” appears.
3. Check off the boxes next to the sessions that you wish to export, or choose “Select All”.
4. Select Export.
5. A new window appears, asking if you would like all sessions to have their own grade column (Each session is a separate grade column in the course). If you would like to combine scores to create one grade column, then select Aggregate sessions together as a single entry.
6. The second portion asks how you would like to divide the points for grading. Choosing “Both performance points and participation points as separate entries” will create a grade column for both.
7. Make your selections and choose Upload.

**NOTE:** Re-uploading session points will overwrite any previous information for that session. Make your selections and choose Upload.