i>clicker Technology

A step by step guide to using the i>clicker Student Response System hardware and software

Academic Technology
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Training and Support

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I. **Hardware**

There are three major hardware components that you should be familiar with as an instructor: the base station, instructor remote, and student clicker.

**Base Station**
This is the “receiver”
- Base stations are located in every registrar-controlled classroom on campus.
- A sign on the wall displays the frequency for the room. Instructions on setting your clickers to the correct frequency appear later in this guide.
- To see if your classroom is registrar-controlled, [locate the building and room using the Technology Enhanced Classroom search tool](https://itsupport.unh.edu/iclick). The room description includes details about the technology and the Clicker frequency code.

**NOTE:** If you are not teaching in a registrar-controlled classroom, you may still use i>clickers. Contact UNH IT at [itsupport.unh.edu/iclick](https://itsupport.unh.edu/iclick) in order to obtain a base station.

In some classrooms, the base station will be visible on the wall and will require a male-to-male USB cable to connect your laptop. In SuperTEC rooms, the installed computers are already attached to base stations, and you may connect your own device by the grey USB cable coming from the podium labeled “i>clicker”.

**Instructor Remote**
The instructor remote is an optional tool used to control the polling sessions and in moving through a powerpoint presentation.

It will also allow you to walk around the classroom while still controlling the polling sessions and navigate through the powerpoint.

You will be given a faculty remote when you attend training.
The Faculty remote buttons allow you to do the following:

1. Move through slides in a PowerPoint presentation
2. Change question mode between multiple choice, numeric, and alphanumeric
3. Activates the laser pointer at the top of the device; useful for pointing out items in a presentation
4. Press to turn the remote on or off and hold down to change frequency
5. Start and stop polling questions
6. Show the results chart either during or after polling
7. Move through slides in a PowerPoint presentation
8. Select the correct answer after displaying the results chart

**NOTE:** PowerPoint must be the active window in order to control the slides of your presentation. If you select i>clicker with your mouse it becomes the active window, and you need to click on your PowerPoint again to switch back. There is no interruption if you use the instructor remote to start / stop polling.

**Student Clicker**

The i>clicker 2 is the model of remote that students use

- They may be purchased at the UNH bookstore, Durham Book Exchange, from other students, or online.
- There are no registration codes or other recurring costs
- One remote can be registered by a student across any number of classes for an indefinite amount of time

Instructions for using the student clicker are on a sticker along the back of the product.

Instructions on how students should register their remotes, is available in our IT Knowledge Base located at unh.edu/it/kb. Search for iClicker student instructions. It is recommended that you send the instructions to student to ensure they know how to register properly.
Mobile Polling

At the instructor’s discretion, students may also purchase a REEF Polling account, which allows them to answer clicker questions from their mobile device, tablet, or laptop. It is recommended that students begin with the 14 day free trial to be certain that their classroom is capable of supporting i>clicker. Instructions to allow REEF Polling are located in this document under Settings > REEF Polling or on the IT Knowledge Base located at unh.edu/it/kb. It is recommended that you send the instructions to student to ensure they know how to register properly.

II. Setting up the Software

The i>clicker software is a small file that allows you to run polling questions and have students respond using their devices. You can put your questions in a powerpoint or spontaneously ask a polling question during your lecture and the software takes a screenshot of what appears on your desktop, which then logs that as the question in the Clicker gradebook. The gradebook area contains the polling sessions with the questions and student responses. In the gradebook you can edit questions, answers, and point values, as well as sync the grades with your course.

\· The i>clicker software is identical on both Macs and PCs, and can be used on either platform.

\· The software does not require an installation to run, and can be used on any machine or on a flashdrive.

\· The data is stored wherever the program folder is located; so all your information is in one place.

Starting a Session

1. Enter your UNH_iClickeR_winmac7 folder and select iclicker.exe for Windows machines, or iclicker.app for Mac machines.
2. The first time you open the software, you will encounter a screen that asks you to select a language. Choose your language and select “OK”.

3. A screen appears labeled “i>clicker” with the version number at the top. If this is your first time using the software, select the Create button in the bottom left of the screen to add your course.

4. If you have already created a class, proceed to step #6.
5. Give a title to your course that will make it easily identifiable to you under “Course Name”, including the semester. Please note that these fields do not allow most special characters.

6. Choose Create.

![Create a New Course]

Course Name: CLIK 401 - Spring 2016 - 01

This name does not need to match the official course name in your LMS. You can always change your Course Name later in Course Settings.

Create   Cancel

7. Select the course you wish to use. If this is your first time running a session for this class, or if you have options you wish to change, select the My Settings button.

If you are prepared to go on without editing any settings, select the Start New Session button and proceed to the section Running a Session.
1. Create a new course
2. Remove the selected course
3. See all settings
4. Begin your polling session (requires a base station)
5. Resume an interrupted session (continues your last session and responses will be stored in the same grade column)
6. Access the gradebook where the roster, polling sessions, responses, and report tools are stored.

**Settings and Preferences**

After starting the i>clicker software (see Starting a Session), select **Settings** from the first screen. Here you can customize the software to reflect your grading style and preferences.
1. Placing your eight-digit Instructor Remote ID in this field (located on the back of your remote, just above the battery case) allows you to control the polling and presentation from your remote.

2. You may enter a brief (8 character limit) message that will display on the remotes when students connect to your session.

3. Do not change the values in this field. The frequency is determined by the code on the wall in your classroom.
   a. Change this option to say “not at all” to prevent a pop-up when you begin your session.

4. If you are using a Mac computer, check this box to prevent i>clicker from responding slowly.
**REEF Polling**

This is the mobile polling option integrated with i>clicker. Enabling REEF Polling (formerly i>clicker GO) will allow students to purchase a subscription rather than using a physical remote. This enables students to answer questions from their smartphone, tablet, or laptop. It is up to each instructor’s discretion whether or not to allow REEF Polling.

If you choose to allow it, select “Enable REEF Polling”. If you have an existing REEF or i>clicker GO account, sign in with your Email and password. Otherwise, choose “Create Account.” It is recommended that you use your UNH Email. Please note that the password you create will be independent of your UNH accounts.

You may want to add the student instructions to your course to ensure students understand how to purchase and setup REEF.

**Gradebook**

Your software should already contain the settings required for your LMS. It will list the “LMS Name” in this tab as myCourses by Canvas.
Connect to your myCourses course.
1. Choose Select Course and enter your UNH Username and password.
2. After choosing “Login” select, “Authorize.”
3. Select your course from the pop-up “Learning Management System” window.
   If you see two or more of the same course, select the first one in the list.
   Choose Select. The i>clicker window will now display your course name.

Link Click student registration
1. Check the box to “Only sync registration with students in your LMS”.

Export And Upload options
2. Check the box to “Upload zeros scores as zero”.
3. Check the box to “Upload Ab (absent) scores as zero”.

Toolbar
You may “Reset Location” of your toolbar back to the default (the top left corner of the screen). This feature may be particularly useful if you lose track of the toolbar or drag it somewhere off the screen where you can no longer bring it back.

The polling timer allows you to create a set time limit in which students have to answer questions, which will count down and stop automatically. Otherwise, your timer will count up and you decide when to stop the polling. Next to the timer, you will see a counter, which indicates the number of polling responses so you can determine how many students have responded.

Scoring
This tab allows you to determine your grading criteria for student responses.
Participation Points

✓ The “Participation points” section allows you to set the value that students will earn simply for responding to 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.

Performance Points

The “Performance points” section allows you to grade students depending on whether or not they are answering questions correctly. This grading system counts each question individually.

✓ “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.

✓ By checking the box next to “Limit the total performance points earned in a session to a maximum of:” and entering information in the field, you can put a cap on how many points a student can earn in a single session.

NOTE: Changing the point values that students receive during polling only affects future questions that you ask and will not retroactively apply the grading scheme to previous sessions you may have run.

Results

The Result tab allows you to determine what type of histogram to use to display the polling results to the students. The Short Answer results allow you to set the number of characters the students can enter for short answer questions.

Note: Most of these changes may also be made later inside of the polling software while viewing the results chart.
Base Display

In most classrooms the base station is hidden inside the podium and therefore, this Base Display is not applicable to you. The recommendation is to leave the default settings.

Changing 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.

To change 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)
III. **Running a Session**

Start a session by opening your i>clicker software, choosing your course, and selecting the **Start New Session** button. See the directions under **Starting a Session**. Once you have started a session, you’re ready to begin asking questions right away.

A small toolbar appears in the upper left of your screen by default. You can move it anywhere on the screen at any time by clicking and dragging with your mouse.

1. Close the session
2. Minimize the Window
3. Start Polling
4. Change question mode {A-E, numeric, alphanumeric}
5. Display results chart
6. Access Settings

**Asking Questions**

When you are ready to begin asking questions, advise the students to turn on their clickers.

In order to ask a question, you can click the green button to begin a multiple choice A-E question. If you have entered your instructor remote ID under the “General” tab of the Settings window, then you may also start a question by simply pressing **Start/Stop Select**. (See **Instructor Remote**)

By clicking on the drop-down arrow next to the “Start” button on the toolbar (labeled 4 in the image above), you can choose a multiple choice, numeric, or alphanumeric question. You may also do this by clicking the left and right arrows on your instructor remote.

When you have chosen the green start button, the toolbar changes to display a red “stop” button, the timer, and the number of responses received is displayed on the far right. You can press “stop” at any time to finish accepting responses to a question.
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.

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

2. **Answer** allows you to choose 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 Alphanumeric 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.

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

4. **Characters** allows you to set the character limit for numeric and alphanumeric questions.

5. **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.
**Options/Settings**

The button on the far right of the toolbar allows you to access a number of features while polling.

The **Anonymous Polling** feature allows you to ask questions and see responses without the student name or ID being associated with their responses. This may be useful if you are asking questions on sensitive topics where students might be reluctant to answer if there were identifying information involved. Anonymous polling results are not gradable.

Choosing **My Settings** allows you to access your settings while in a session. For more information, see the section **Settings and Preferences**.

**NOTE:** You will not need to use the “Loan Clicker” or “Roll Call Registration” features due to the way in which UNH is incorporating clickers.

**IV. Using the Gradebook**

The i>grader software allows you to review questions, change settings, run reports, and upload your grades to myCourses. You may access it by choosing “Open Gradebook” from your i>clicker menu.

1. **Settings** allows you to access Course Settings while in the Gradebook menu.
2. **Reports** allows you to save reports to your computer to view a detailed layout of student performance.
3. **Export** allows you to save sessions to your machine in Excel format.
4. **Sync Roster** allows you to sync student registrations in your course.
5. **Sync Scores** allows you to send grades to the myCourses gradebook.
6. **Students** allows you view unregistered students and unregistered remotes at a glance.
Using Clickers

Enable Clickers in your myCourses course to allow students to register their iClicker device. Once they have registered and you synch your roster, their clicker device is assigned to their name. This allows you to see the student grades and upload the grades into your course.

Follow these instructions make i>Clicker available in the Course menu:

1. Login to mycourses.unh.edu and then choose your course.
2. In your course, select Settings from the left-hand menu.
3. Choose the Navigation tab at the top.
4. Drag i>clicker from the bottom where it is greyed out to the top which will allow it to be available in the course menu.
5. Choose Save at the bottom of the page.

Note: You can also add the i>Clicker under the Module area in your course, by selecting “external links” and select Clickers.

Downloading the Roster

Before you use Clickers for a polling session you have to download your course roster from your course into the Clicker grades area. You should have already connected your course to Clickers, if not follow the steps found in the Gradebook instructions.

In the Clicker Gradebook select Sync Roster to download your roster at the start of the semester. During the add/drop period you should update the roster frequently and then periodically throughout the semester to ensure the student information is up to date.

Editing and Grading Sessions

The i>grader software allows you to assign correct answers if you did not do so during class, edit the values that each question is worth, and review the screenshots and result charts that were stored during the polling session.

Choose View in the first row of the session column that you wish to edit. A Session Summary window will appear which contains the question and student responses.
1. **Summary** allows you to give your session a new name, and to delete the session if you choose.

2. **Scoring** lets you retroactively adjust the grading metrics for this session only.

3. **Question** This bar shows the screenshots of questions asked. Scroll through the questions, or choose the left and right arrows on the right side of the window.

4. **Delete Question** allows you to remove this question from scoring. The question remains but the question points are not included in the session, and you can choose to “undelete” it afterwards.

5. **View Chart** shows the proportion of responses as it appears during a polling session.

6. **Correct Answer** and √ allow you to mark an answer as correct. Write an answer in the field or check the box next to each letter to mark it as correct.

7. **Points** allows you to change and customize scores for each individual answer. These values are initially determined by the scoring settings you have previously chosen in the “My Settings” portion of i>clicker. Marking an answer as correct will automatically update the point value. Double-click inside the points cell to change the value for that question.

**NOTE**: You may change the grading scheme for this entire session by choosing the “Scoring” tab in the top-left.
Sending Grades to myCourses by Canvas

1. When you have completed a session and want to upload the student’s points to your course, open up your i>clicker Gradebook and click on the 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 you if you would like all sessions to have their own grade column (Each session is a separate column in the Canvas course grade) or if you would like to combine scores to create one grade column (Aggregate sessions together as a single column in the Canvas grades).
   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.
   **NOTE:** Re-uploading a session will overwrite any previous information for that session inside of the Canvas course.
6. Make your selections and choose Upload.
   **NOTE:** Depending on the size of your Canvas course, the upload may take a very long time. If you have a large class and do not see your grades appear, please wait 10-15 minutes with your computer on before attempting to re-upload.

Reports

Reports can be created to provide an overview of all sessions, or individual sessions depending on which options you selected when creating the report. These reports are saved and accessed through the i>clicker folder under Classes > (Class Name) > Reports.

**NOTE:** Generating a report after making changes to the i>clicker gradebook overwrites the old report files.