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:”.

![iClicker Classic Software](image)

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 not available until the course name was added.)

**Set up Clickers**

**General**

1. Place your 8-digit instructor ID in the field, which allows you to control the polling session and the Powerpoint presentation using your blue instructor remote.
2. For the “Welcome Message” you may enter a brief (8 character limit) message that 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.

1/7/19
Mobile

If you would like students to use their mobile device in class to answer polling questions, select **Enable** to activate the REEF mobile 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. If you do not see the Select Course button, then you have the wrong version of the Clicker software and should contact the help desk at 862-4242.

Select Course

1. Choose “Select Course” and in the window that appears, 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 and again select the first one in the list.
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 a zero score in Canvas gradebook.
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.
Scoring

1. Select the Scoring tab to enter the points that will be applied to the polling sessions.
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 during a polling session. This grading option considers the student participation in a session as a whole rather than by question.
     - 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 assign points to students per question. You can also assign points for answering and/or for correct answers. This grading option applies points to each question.
     - “Points for responding” provides points to a student just for responding, whether the answer is right or wrong.
     - “Points for correct response” provides the option to assign an additional point for answering the question correctly. (Correct answers can be assigned during class or after)

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 number of points a student can earn in a single session.
4. Select Save to save your selections and return to the main Clicker view.

Demographics

This option allows you to setup demographic questions to be asked at the start of the semester. The results can then be applied to polling session answers throughout the semester. See the KB article titled “Using Demographics for polling sessions” for more details.

Downloading the Roster

Next you need to download the students from your Canvas course into the i>Clicker roster.
1. Open your i>clicker software and select your course. Choose Open Gradebook.
2. 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.

Note: After you synch your roster, check the list of students in the Clicker gradebook, if you don’t see all your students enrolled in your course, then it’s possible you didn’t select the correct combined course. Repeat “Select a Course” steps to select a different class and then download the roster again.
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

Questions can be presented in a Powerpoint or you can just randomly ask a question. The questions are NOT entered into Clickers. The software will automatically take a snapshot of what is on your computer screen. These images represent your questions and are stored in the Clicker gradebook area with the responses.

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

Questions can be presented to the class in a Powerpoint or you can just randomly ask a question. The questions are NOT entered into Clickers software. The software will automatically take a snapshot of what is on your computer screen. These images represent your questions and are stored in the Clicker gradebook area with the responses.

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 alphanumeric 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 display in individual grade columns (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 each one.

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.

You can always access the myCourses, Canvas course to make changes to the Clicker grades, or Clicker grade column name.