iClicker Version 6 - STEP BY STEP:

Setting up and polling with iClicker software

*This document contains information about features and settings for MSU users of iClicker version 6 software. You may want to have the most recent **UserGuide.pdf** open as you read this document (it is contained in the iClicker folder that you will unzip in step 2), as it is referred to throughout. (Remember more help and resources are available at:* http://www.iclicker.com/community/overview/)

Table of Contents

1) On Campus or virtually: Attend a tutorial workshop, check out our resources

These workshops are brief and intended to provide a broad introduction to using the tools and thinking about them in a pedagogical context. Instructor remotes are also available at these workshops.

Read *MSU Today* or check out the TLC web page for information about upcoming sessions, or contact Ritchie Boyd (jrboyd@montana.edu) for more information.

If you can't make a workshop, check out the resources on the TLC web site (http://www.montana.edu/teachlearn/TLResources/i-clicker.htm), and the iClicker web site (http://www.iclicker.com/support/training/).

Before proceeding, remember that you will need four things to get started with polling:

1. The iClicker software, installed either on a USB drive or a network share.
2. A classroom with a computer and clicker base station attached (See photo to right)**.**
   Most MSU classrooms with smart podiums have iClicker base stations. (If you don't have a classroom with a clicker base station, call Ritchie Boyd for a loaner unit).
3. A class full of students with their own iClicker remotes (available from the MSU bookstore)
4. Your students need to register their clickers on the MSU clicker registration site: https://www3.montana.edu/iclicker/

iClicker Base Station and instructor remote

2) In your office: Download and unzip the software *(Page 7 of the UserGuide)*

a) First, you should decide where you want to run the software from…
   Since it doesn't actually get installed on the computer, you can either run it from a USB drive (this is the most frequently used option), or from a network share. The advantage of using a USB drive is that you can use the software even if you are not on the MSU network. **This tutorial will assume you are using a USB drive for running the software. All of your subsequent polling data will be stored on this same USB drive, so take good care of it!**

b) Next, go to www.iclicker.com, and select Downloads from the Support tab.
   This will take you to the instructor downloads page, where you will find the links to the Windows and Mac versions of the iClicker version 6.1 or newer software. Save the zip file to your USB drive, and then unzip it on that drive. That's all you have to do to install it!
   Note that the very helpful **UserGuide.pdf** is in the newly unzipped iClicker folder.

3) In your office: Start the software and set up your class *(Page 9 of the UserGuide)*
The very first time you start the iClicker software, you will see the "Welcome to i>clicker" box.

a) There are no courses in the list to choose from, so you will need to click the **New** button to create a new course.
(Once you have created a course, the next time you start up iClicker it will afterwards appear in the listing for you to choose. Of course, you always have the option to create another new course if need be).
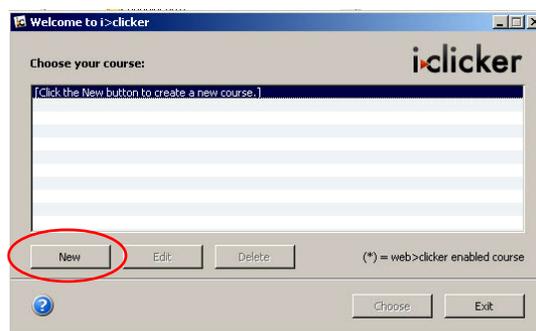
The iClicker Welcome screen

b) In the **New Course** dialog box, enter the information for your course. You can fill in any or all of the course information (Course Name, Course Number, Section Number) boxes, as long as what you end up with makes sense to you. Most people prefer to use the standard rubric along the lines of:
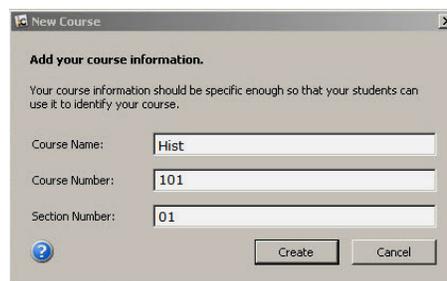
Course Name: Hist
Course Number: 101
Section Number: 01

which will show up as Hist-101-01 on the course list.
Once you have entered the course information, click the "Create" button.
You will be returned to the *Welcome to i>clicker* box, except now you will see the course you just created in the listing. Select it by clicking on

The New Course dialog box

the course name, and then click on "Choose". In the following example, the course is called Demo-101-01.

d) When you choose your course, you are taken to the iClicker Home screen, shown on the right.
You can do two key things at this point: 1) Start a polling session in class, or 2) configure some of the most important settings in iClicker, which is covered in step 4.

If you want to go ahead and start polling in class:
Eject the USB drive that has your iClicker program on it, and take it to your next class session and start polling! All of the settings described below can be configured at any time later during the semester and applied to the whole course.

The iClicker Home Screen

☆ **Remember you have to have a computer that is connected to an iClicker base station in order to conduct a poll.**
The procedure for polling is described below in step 5.

## 4) In your office: Configure your Settings *(Page 14 of the UserGuide)*

If you want to configure a few of the iClicker settings:
If you are on a computer that is not connected to a base station, the only thing you can do in iClicker is create / change courses and manage your settings, but managing settings is what we need to do next.
(When you have loaded a course roster, you could also loan clickers, but we're not there yet.)

On the Home screen, click on the **My Settings** button in the lower right.
We're going to focus on three tabs right now: *General, CMS/Registration, and Scoring.*
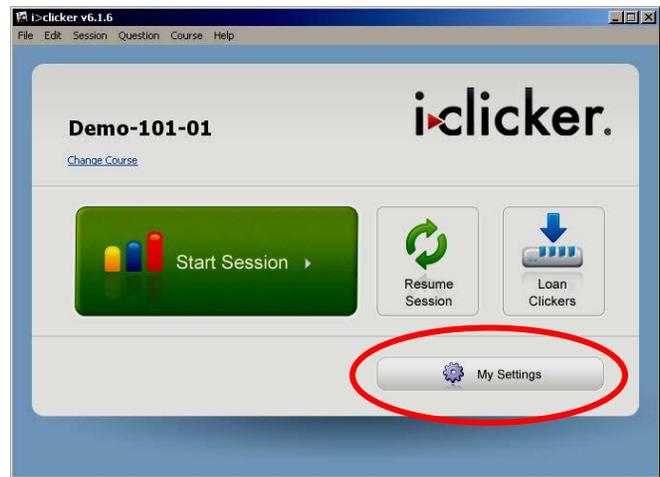
The My Settings button on the Home screen

(As you become more familiar with iClickers and the iClicker software, you should explore the other settings and see if any of those features are of interest to you. The settings are all described in detail starting on page 14 of the iClicker User Guide that came in your iClicker folder.)

a) GENERAL tab
You are initially taken to the My Settings **General** tab. For most instructors, on this tab you will only need to enter your Clicker Remote ID in the box near the top. This is not required – it is available so that you can run polls and step through slides in PowerPoint with your iClicker remote. All of these actions can also be done using the computer mouse.
(See page 12 of the user guide for more info about designating and instructor remote.)

One of the other things that you must do eventually is to tell the iClicker software which course management software (CMS) you plan to use, so that you can load up a roster of your students. That will allow you to see scores associated with student names instead of just clicker ID's.
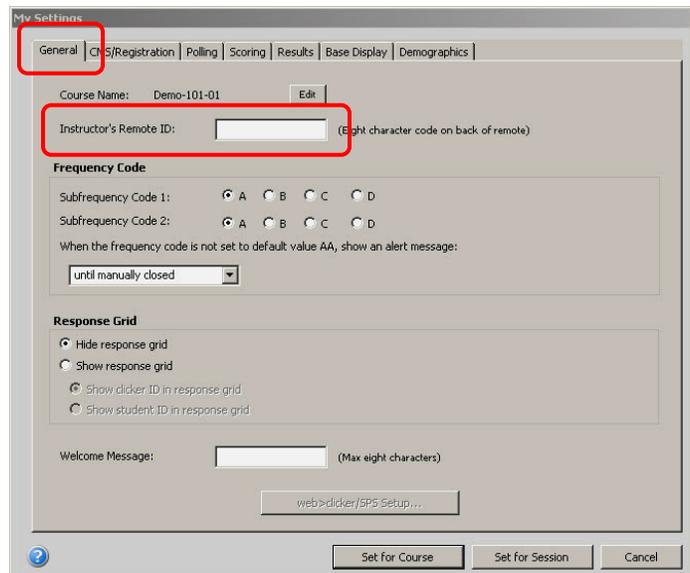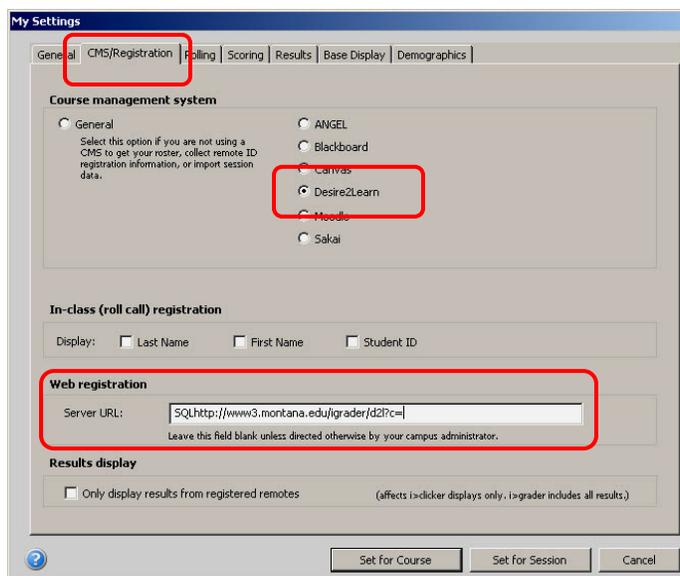
My Settings - General tab

b) CMS/REGISTRATION tab
Click on the **CMS/Registration** tab.
For MSU your valid choices are either General
(for no CMS), or Desire2Learn (D2L).

If you plan to use D2L
(See the example on the right)
Select the Desire2Learn button under *Course
management system*, and then make sure you
paste the correct server URL under Web
registration. In case you forget, the server URL
can be retrieved from the iClicker QuickStart
document
(at:http://www.montana.edu/teachlearn/TLRes
ources/iClickerQuickStart.pdf)

You will also at some point need to download
the appropriate *gradesexport.csv* roster file in
order to complete this setting. That process is
covered in detail in step 8.

My Settings - CMS/Registration tab

If you do not plan to use D2L:
Similar to the above process, you will select the "General" option under *Course management system*, and
paste the correct server URL under *Web registration*, (again, this info is in the Quickstart guide
at:http://www.montana.edu/teachlearn/TLResources/iClickerQuickStart.pdf)
and you are done with this setting tab. This will tell the program that you will be using a "roster.txt" file for
your students. Again, you will have to download the appropriate *roster.txt* file – this procedure is also
covered in detail in step 8.

c) SCORING tab
The final settings you may want to consider early
on are in the **Scoring** tab.
This is where you will set the defaults for what
are called participation points (i.e., attendance),
and performance points (i.e., got the answer
correct). Remember you can always go back and
change these settings for future polling sessions,
but you will have to manually change any scores
already counted in previous polls under the
existing scoring tab rubric.

The illustration to the right depicts the default
setting for scoring, (one point *per session* for
responding to at least 75% of the questions, and
one point *per question* for each correct response)
and normally it is adequate.
*(One scenario where the participation points can go
awry is if you ask a small number of questions and
require at least 75% of the questions (as indicated by*

My Settings - Scoring tab

*the red circle on the image to the right). For example, if you asked three questions in a session, and a student only
responded to two – they would have answered 66% of the questions and so would NOT get any participation points.
The best way to prevent this is to simply select the best fit for your intentions – this is generally either "100% of the
questions", or "at least one question", but there are other options available in the drop down box.)*
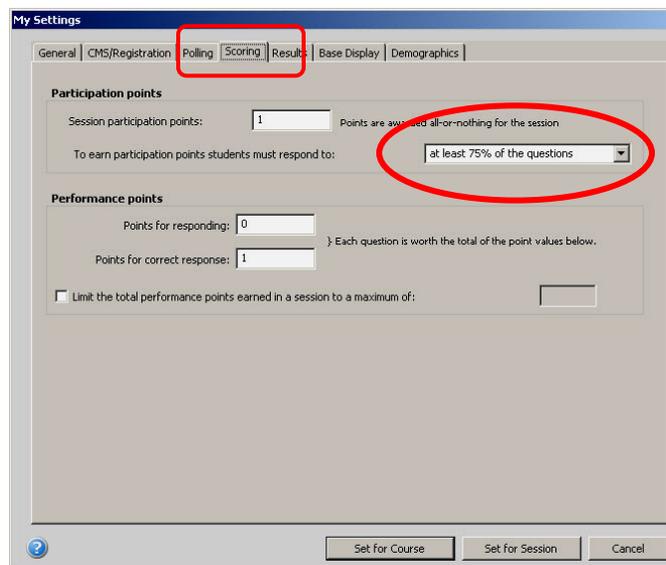
**Remember that performance points can be set question by question as well, so you can override
the default as necessary.**

d) **Other tabs**

Please feel free to explore the other tabs as you become more familiar with the software. Be sure to check out the tutorials and other resources in the iClicker documentation and web site, and refer to the UserGuide.pdf file..

⭐ **Save your Settings!**

When you are done with the settings, be sure to click on the "Set for Course" or "Set for Sessions" button, depending on your intent. Most of the time you will be making universal changes and so "Set for Course" will be appropriate.

You are now ready to start polling. Remember you have to be connected to a Base station to do a poll.

**5) In the classroom: Start up the software and Poll** *(Page 51 of the UserGuide)*

Note that for the purposes of this guide, we will assume you are using the original iClicker remotes with the multiple choice (A-E) question option only.

a) Insert your USB drive into either the computer or the iClicker base USB port, locate the iClicker folder, and double click the iClicker icon to start the program.

b) Select your course from the *Welcome to iClicker* screen, and click **Choose**. The iClicker Home screen appears, with the course name in bold letters in the upper left.

c) Click on **Start Session**.

d) The *Session Toolbar* appears in the top left corner of your screen.
(The toolbar should be showing a *Start Polling* button with a green arrow and A-E next to it – this button indicates that you will be asking a multiple choice question.)   Much more info about the Toolbar is on page 59 of the UserGuide.
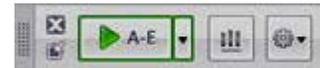
The Session Toolbar

Remember that the **toolbar floats above all your open applications,** so you can always get to it while it is running. You don't have to poll right away – often instructors start up iClicker and then run through their Powerpoint slides until they come to a question slide.

e) When you get to a question or an opportunity to poll: If you haven't already done so, ask your students to turn on their clickers. Using the toolbar, click on the Start polling button and wait a second or two. The Start button will change to a red Stop button, and the timer will start counting. To the far right on the toolbar you will see the number of votes received. (Remind the students that they can vote as many times as they want while the poll is open and the timer is counting, and only their last vote will be recorded.)
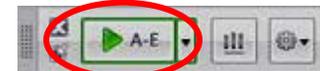
Start Polling button

When you have received the appropriate number of votes, click the Stop button to end polling.

f) If you want to show students the results, click on the Results Chart button to view a graph of student responses.
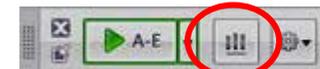
Display Results Chart button

Repeat steps e and f each time you want to ask a polling question.

g) When you are done polling, click on the close button (the small X) in the toolbar. You will be returned to the Home screen, where you can properly exit the program.

⭐ **It is important to note that you should eject your USB drive properly so that it can end any data writing that it may be doing.** Once the USB drive is properly ejected, you will get the message that you can remove it from the computer or Base station.

6) In the office: Set up and synchronize your student roster *(not covered in the UserGuide)*
Before you can assign points and view student scores, you'll need to set up your student roster for your course.
*NOTE: **This procedure is unique to MSU** and so is not covered in the UserGuide or on the iClicker web site. Full documentation is available on the Teaching and Learning iClicker page at:*
http://www.montana.edu/teachlearn/TLResources/documents/UsingOnlineRegistrationforiClicker-v6.pdf.
As a refresher, the basic steps are:
   a) If you haven't already done so, get an account set up on the MSU Class Rolls system (see new user authorization on http://www.montana.edu/msuinfo/classrolls/) so that you can check on clicker registration and download class roster files.
   b) Make sure your students have registered their clickers (remember they register on the MSU registration site: https://www3.montana.edu/iclicker/).
      NOTE: You can check whether they are registered by logging onto the MSU Class Rolls page and selecting *View printable class roll* in step 3, and then scrolling down to select your course in step 4.
   c) Download the appropriate class roster (*gradesexport.csv* if using D2L, *roster.txt* if not using D2L) from the MSU Class Rolls site, and place it in the correct iClicker class folder on your USB drive.
   d) Make sure you have selected the correct *CMS/Registration* settings in the iClicker software. You can always double check by starting iClicker and selecting the *CMS/Registration* tab. (See step 4b above in this document on how to set this.)
   e) Run iGrader and click on the **Synch…** button in the lower right. This step checks the registered student clicker ID's and assigns them to the students in your class.
      (For security reasons, the Synch can only be run from computers on campus or that are connected to the campus network via a Virtual Private Network connection. The MSU Help Desk can get you set up with a VPN if you are off campus.)
      When the synch is successful, you will see student names in black and associated scores in iGrader.
      Single student names that appear in red in iGrader indicate that the student has either not voted, or not properly registered their clicker in the MSU site.
      In the example below, two of the students successfully synchronized, and one shows absent throughout – and since there are no red clicker ID's, we conclude that he has not been using a clicker.

Some quick troubleshooting:
   a. If you see **no names** and only red clicker ID's in the iGrader student list… This generally means you didn't have the class roster with the correct name (*gradesexport.csv* or *roster.txt*) in the correct iClicker class folder
   b. If you see **all red names** and ID's after you click Synch… This generally means you didn't have the correct Web Registration Server URL in the CMS/Registration settings
   c. If you see **a few student names in red** and they swear they have registered… this generally means that they either did not register on the MSU clicker registration site, or that they entered a typo when they did register.
   d. Or worst of all, if you see more student names in red than there are red clicker ID's, some students have not been attending class and/or voting at all, as in the example above!

The iGrader window

   f) Now that you have successfully synchronized your class roster to the iClicker ID's, you are ready to assign points. On to step 7!
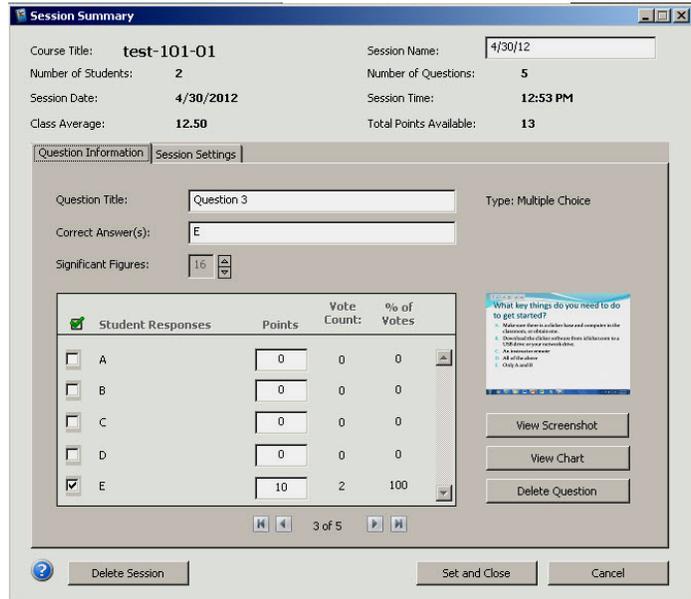
7) In the office: Set scores in iGrader *(Pages 86-89 of the UserGuide)*
Even though you may have set up default scoring in the iClicker settings tabs, there is a very good
chance that you will need to look at individual
questions and set correct answers and
corresponding scores.

a) Open up iGrader if it is not already
   running, and choose the course you
   want to work on. You'll get the Session
   Summary Instructions box, which you
   can promptly close. It simply reminds
   you to do what is described in b, next:

b) Double click in the column of the
   session you want to view and edit. This
   opens up the Session Summary
   window, with plenty of information about
   the session in general on top, and the
   Question Information tab on bottom.
   In this tab you can set the correct
   answer, and the number of points
   associated with it, for each question in
   the session.
   In the example shown at right, the
   correct answer has been set to E, and
   assigned 10 points.

iGrader Session Summary window

You can use the arrows at the bottom of the tab to step through questions and set correct answers
and associated points for each.

There is much more to know about iGrader and Session Summaries and settings, so please refer
to the UserGuide, pages 78-97.

8) In the office: Export your grade data for Desire2Learn, or save as a spreadsheet (Page
95-96 of the UserGuide)
Once you have gone through the session questions and set points for participation and performance, you
are ready to export the session info to a spreadsheet format that can be read either by D2L, or by a
spreadsheet program if you have chosen not to use D2L.
In order to export the data in a format that you will be able to import into D2L, you will need to have
selected D2L in the iClicker *CMS/Registration* tab settings, and also have downloaded the proper
gradesexport.csv file from the MSU Class Rolls web site, and placed it into the correct iClicker class
folder (the settings step was covered in step 4b above).
The basic steps are:

The Export button

a) Click the **Export** button on the iGrader home
   page (shown to the right)
b) Select the session that you want to export, then
   click Next
c) Choose your *Select Export Options* if they are available. There are limited options if exporting for
   D2L.
d) Click **Export**, and select a filename and location when prompted. (By default, the export file is
   named **UploadFile.csv** and is saved in your class folder.)
e) Either import this file into D2L (see D2L support docs for the process of importing scores), or open
   the file in your favorite spreadsheet.