

# I>CLICKER INSTRUCTOR GUIDE (VERSION 7)

## OVERVIEW

Student response systems collect real-time data from students during class. Responses can be displayed immediately, and individual responses are stored for potential use in grading (in the form of participation points or points awarded based on correctness of the answers). MSU University uses i>clicker student response systems.

I>clickers can be used for instant, anonymous feedback in class, conduct assessment of student understanding and to give participation points for answering course questions. *I>clickers should not be used as an attendance only tool.*

For assistance with technical set up of i>clickers, contact the MSU IT Service Desk. For assistance with the pedagogy of i>clickers contact the MSU Center for Faculty Excellence.

## I>CLICKER SETUP

Each of these steps are further explained in the sections below

1. Inform bookstore you will use i>clickers in your class (similar to notifying them of course textbook)
2. Download i>clicker software at <https://www1.iclicker.com/downloads-release-notes/> to your laptop OR to a USB (see description below to determine if you should connect with USB or laptop)
3. Set up your class(es) in the i>clicker program
4. Ensure students register device with MSU \*
  - a. [www3.montana.edu/iclicker/](http://www3.montana.edu/iclicker/)
5. Connect to room at beginning of class

**\*IMPORTANT:** Students DO NOT register at the i>clicker site and must register with MSU to connect to grades. Students must register at the beginning of each semester. Help for students:

[www3.montana.edu/iclicker/reminders.html](http://www3.montana.edu/iclicker/reminders.html)

## DOWNLOAD AND INSTALL SOFTWARE

*To Install-Windows*

1. Visit <https://www1.iclicker.com/downloads-release-notes/>
2. Select your operating system
3. Complete form
4. When prompted, save the zip file to USB or laptop (see below to determine which option)
5. Once downloaded, navigate to downloaded zip file
6. Right click zip file and select Extract All and Click Extract when prompted
7. Open File i>clicker v7 (may have additional numbers after 7)

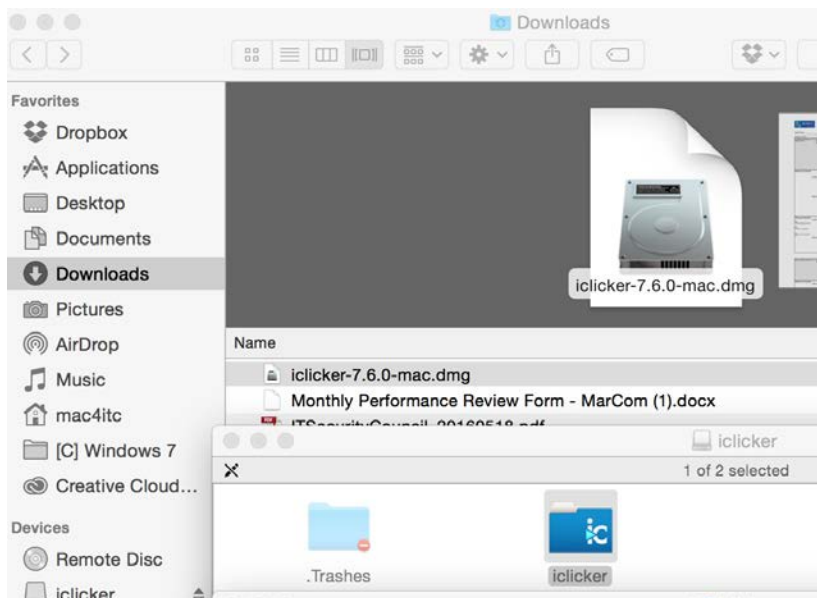


8. Click application with i>clicker icon to install program

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#### *To Install-Mac*

1. Go to <https://www1.iclicker.com/downloads-release-notes/>.
2. Click the Mac OS X Version download button.  
*A new window displaying a form opens.*
3. Complete the form and click the Download button.
4. Click Save File when prompted.  
*The iclicker-7.6.0-mac.dmg file will begin downloading, once done:*

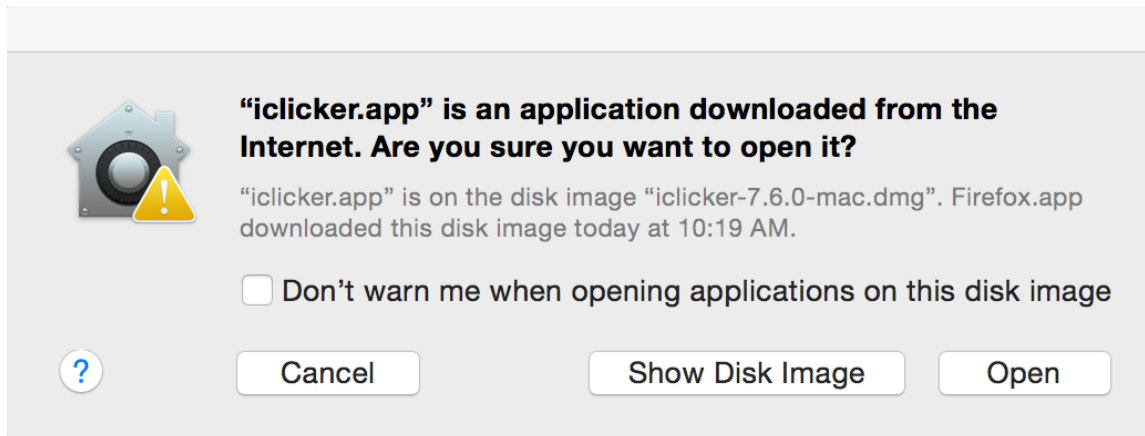


5. Navigate to location it downloaded (generally your Downloads folder) and double-click the i>clicker-7.6.0-mac.dmg file to open. (see image below)

*A window displaying an i>clicker folder will open.*

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6. Drag the iclicker folder into your Applications folder. Go to Applications and click the drop-down next to the iclicker folder, then click iclicker.app.
7. Click OK, when prompted whether you want to open an application downloaded from the internet...



## USB OR LAPTOP? WHERE TO INSTALL SOFTWARE

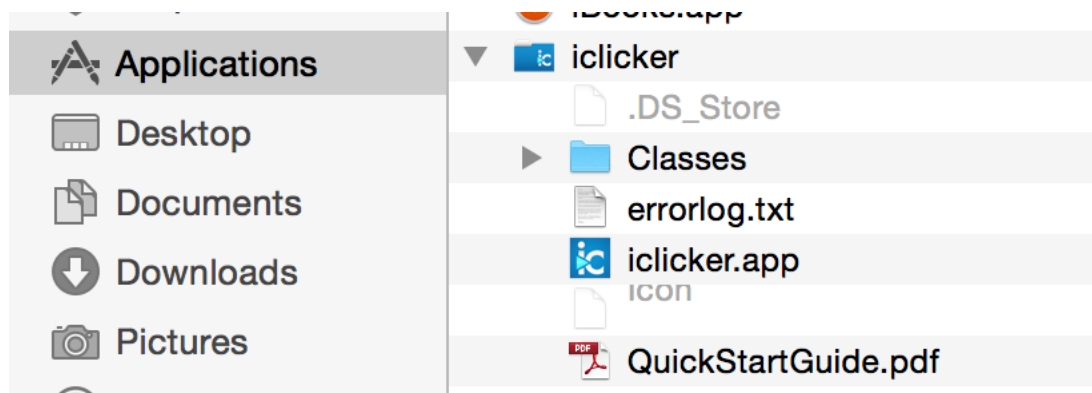
### *Download to USB*

Use this option if you will be running the i>clicker system in a room with an instructor PC. You download the software and use the program from the USB instead of from the computer.

### *Download to Laptop*

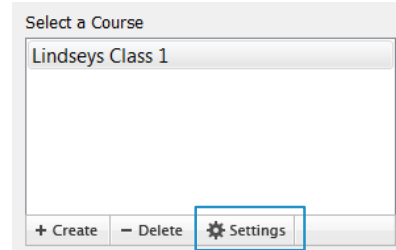
Use this option if you use your own laptop in the classroom.

## SETUP CLASSES IN I>CLICKER PROGRAM



Use the i>clicker program you installed to prepare your class and polling questions. Follow these steps prior to your class.

1. Open i>clicker program on your laptop or in your USB folder
2. In the i>clicker window, click +Create to add a new course
3. Type in Course Name (can be whatever name you'd like. If you have multiple sessions of same class create separate courses for each session and indicate which session it is).
4. Click Create
5. Click the course name and click the settings icon



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6. Setting Configuration:
  - a. Under general:
    - Add instructor remote ID (optional)
    - Most instructors should leave all other settings default
  - b. REEF Polling
    - This is the mobile device app for i>clickers. At this time please **do not** enable mobile use due to network requirements.
  - c. Gradebook
    - If you would like to integrate with D2L Grades:
      1. Click the dropdown for Roster Source
      2. Select Desire2Learn
      3. Copy/Paste this link into the Server URL:  
SQLhttp://www3.montana.edu/igrader/d2l?c=
    - If you would like to only integrate with regular student grades in Banner
      1. Leave the Roster Source as General (No LMS)
      2. Copy/Paste this link into the Server URL:  
<http://www3.montana.edu/igrader/general?c=>
  - d. Roll Call
    - Recommend leaving as default
  - e. Toolbar
    - User preference
  - f. Scoring
    - Set the scoring for participation and performance points for your course
    - Please contact [Center for Faculty Excellence](#) for further assistance with this feature
  - g. Results
    - User preference
  - h. Base Display

- Recommend leaving as default
- i. **Remember to click save!**

## PREPARING CLASS ROSTER

You must set up a class roster to award points to students.

1. If you don't have one, set up account on MSU Class Rolls System:  
<http://www.montana.edu/msuinfo/classrolls/>
2. Download the appropriate class roster (gradesexport.csv if using D2L, roster.txt if not using D2L) from the MSU Class Rolls site
3. Save Class Roster in your class i>clicker folder (must open each separate course folder and save an individual class roster for each class in each classes' folder, this will replace the roster file that is already in that folder) \*note this will be on your USB drive or your laptop

## DEVICE REGISTRATION

Students must register with the MSU i>clicker registration (NOT I>clicker registration)

Student registration form: <https://www3.montana.edu/iclicker/>

Students re-register at the beginning of every semester.

Important reminder and help for students: <https://www3.montana.edu/iclicker/reminders.html>

## CONNECTING IN THE ROOM

1. Connect device to i>clicker base
  - *If using Laptop*
    - Connect i>clicker base station to laptop at beginning of class using cord available
  - *If using USB*
    - Insert thumb drive into the instructor PC
2. Locate and double-click the i>clicker folder on your flash drive or laptop
3. Double-click the i>clicker icon

## USING I>CLICKERS

*To use in class...*

1. If you already know the questions, consider if you want to show your poll question to students. Create powerpoint or other visual with question text and answer options.
2. Connect to i>clicker base (see above)
3. Open i>clicker program (see above)
4. Click appropriate class
5. Click Start New Session-only enabled if connected to base station

6. Position Session Toolbar on your desktop (wherever you would like). This toolbar floats above other applications such as PowerPoint
7. Make sure students have turned on devices

### *Starting a Poll*

1. Present questions to class verbally or using your visual
2. Select question type (multiple choice, numeric, short answer) and make sure this matches your visual (if you have one)
3. Set polling mode (record voting results or anonymous. Default is to record voting results) Use options gear menu to turn switch mode. AP Mode will be shown above settings gear to indicate anonymous mode is turned on

### *Continued...*

4. Press Start to begin poll. A Timer will appear. Counter on far right of toolbar indicates how many students have voted
  - Show or hide results by pressing the chart button
5. Press Stop button to end poll
  - Choose to show the results and can select correct answer to showcase by opening the Answer pop-up menu on top, left corner of chart window. Correct answer is in green and other bars in red.
6. Close window when finished viewing results.

Repeat steps 3-8 for new questions

***End session when you finish asking Questions-Select Close (X) button on toolbar. This ends the session and stores student responses in gradebook***

## GRADEBOOK

Gradebook holds student results and participation points. You can also use this to generate results and export results.

1. Open i>clicker program in USB or laptop
2. Select course
3. Click Open Gradebook
4. Window shows student roster, summary data and session results. You can use the Grade book to:



Change scoring settings for future sessions (click settings gear, upper left)



General session and summary reports (reports button)



Export session results to D2L or MSU general grades



Sync to capture all registered clickers and students



List of registered and unregistered students capture in the sync

For more information on using the Gradebook tool, please see the i>clicker User Guide at <http://www.montana.edu/facultyexcellence/TLResources/documents/UserGuide.pdf>