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Introduction to i>clicker Version 6.3

Congratulations on your adoption of i>clicker, the easiest-to-use classroom response system available. This guide will enable you to quickly start using i>clicker’s basic functions, as well as learn to use its more advanced features. Before you begin using i>clicker, please read the important How to Use This Guide section below for information on how to quickly get started.

i>clicker version v6.x introduced many improvements to i>clicker and i>grader, including support for numeric and alphanumeric responses using the i>clicker 2 remotes and self-paced polling. Now i>clicker version 6.3 adds built-in support for i>clicker GO. The upgrade to i>clicker v6.x is only required if your students have purchased i>clicker 2 remotes and you plan to ask numeric or alphanumeric questions or self-paced polling in your classroom. If you do not plan to ask numeric or alphanumeric questions or administer self-paced polling sessions, you may continue to use the i>clicker v5.x software.

The i>clicker v6.x upgrade impacts both the Windows and Macintosh operating systems. The upgrade will not affect the data in your existing iclicker Win or iclicker Mac folders.

⚠️ IMPORTANT: Some features of i>clicker v6.2+, including self-paced polling, require a base running the latest firmware. If you are prompted by i>clicker to upgrade your firmware, you will need to download and run this updater program. This utility can be downloaded from iclicker.com.

⚠️ IMPORTANT: If you are upgrading from i>clicker version 5.3 or earlier, you should refer to the section Converting from i>clicker 5.3 or Earlier of this guide.

How to Use This Guide

The i>clicker help files and User Guide are organized so that you can quickly setup and start using i>clicker. All of the instructions you need to start using i>clicker are included in The Basics: Setting Up and Starting i>clicker. Please review The Basics before you begin using i>clicker. Once you have mastered The Basics, you can begin exploring the many additional features in i>clicker.

⚠️ NOTE: The i>clicker software for Windows and Macintosh are nearly identical. In cases where functionality is different for Windows and Macintosh, instructions specific to each operating system are provided.

Additional Support

The i>clicker team is committed to the successful use of i>clicker in your classroom. In addition to this User Guide, we have many support options available. Please don’t hesitate to contact us with any questions or concerns that you have regarding i>clicker.

For additional support, contact the CITE at 227-2483 or cite@nmu.edu. If you have problems outside of the CITE hours of operation, visit iclicker.com.

To schedule live training, visit iclicker2.webex.com and sign up for a training session where we review the software in its entirety. Or email us at contact@iclicker.com to schedule a session.

If you have a specific technical question and need help, email us at support@iclicker.com or call us toll-free at 866-209-5698.
1 The Basics: Setting Up and Starting i>clicker
Overview

Using i>clicker to poll your class can significantly change the way you and your students interact by enabling you to assess your students’ knowledge, keep their attention, provide immediate feedback, and encourage all students to participate. An audience response system can also be used in conference settings to poll the audience on the content of your choice.

The i>clicker software is completely packaged in a single folder. This folder contains the i>clicker application for polling, the i>grader application for assigning credit to students, and the Web Update utility for checking for software updates.
Download the i>clicker Software (Optional)

If you don’t have the i>clicker software, you may download the latest version from http://it.nmu.edu/downloads. *Note, the i>clicker software has been configured for integration with EduCat. If you obtain the i>clicker software from a source other than the CITE or the NMU downloads page, you will not be able to utilize the integration.

**To download the i>clicker software:**

1. Go to http://it.nmu.edu/downloads.
2. Software is organized alphabetically on this page. Scroll down to the iClicker link.
3. Find the appropriate platform, and click the “Download Now” link. You may filter by platform (Windows/Mac) if desired using the drop-down menu at the top of the page.
4. On Windows, the i>clicker software will be downloaded and automatically unzipped to your “Documents” folder. On Mac, navigate to the location on your hard drive to which the file was saved (typically the “downloads” folder) and extract the ZIP file. Locate the iClicker Mac folder. The i>clicker application files are located within this folder. No additional installation is needed. We recommend moving the iClicker Mac folder into the “documents” folder on your Mac.
Connect i>clicker to Your Computer

i>clicker is a plug-and-play system that requires no installation and minimal set-up for both the hardware and software.

To set up i>clicker:

1. Connect the i>clicker base receiver to your computer through a USB port. The LCD screen on the receiver will light up indicating that the receiver has power. Your computer may notify you that it recognizes new hardware and inform you when it is ready to use this hardware. This step may take a few seconds to complete.

⚠️ IMPORTANT: To be sure that the receiver has sufficient power, plug the receiver directly into the computer and do not connect through the keyboard or a non-powered USB hub. For best performance, it is recommended that you plug the i>clicker receiver into a USB 2.0 port.

⚠️ NOTE: It is recommended that you double-click the WebUpdate icon the first time you use i>clicker. WebUpdate will walk you through the steps to ensure you are using the latest version of i>clicker. The latest software can also be downloaded free of charge from iclicker.com.

Running the i>clicker software from a flash drive is not required. The benefit of using the flash drive is that the i>clicker software is fully portable – just insert the flash drive into any computer to access i>clicker and your course folders. You may also copy and paste the iclicker Win or iclicker Mac folder to use i>clicker from any location, such as a network or computer hard drive. You will need to have easy access to the iclicker Win or iclicker Mac folder location during your lectures. In order to track your class’s voting data, you must be able to access the same i>clicker folder from this location every time you start polling in class.
Create Your Course(s)

**IMPORTANT:** For i>clicker 5.3 users, it is no longer necessary to make a separate copy of the MyCoursePC or MyCourseMac folder for each i>clicker class or section. A single copy of the new iclicker Win and iclicker Mac folder now gives you access to all your courses and sections.

To create a course:

1. Double-click the i>clicker icon to start the program.

   ![i>clicker icon](image)

2. The *Welcome to i>clicker* window appears with no courses listed. Click **New**.

   ![Welcome to i>clicker / Choose your course window](image)

3. A *New Course* window appears. Enter your **Course Name**, **Course Number**, and **Section Number**. This combined information will serve as the unique identifier for your course.

   ![New Course window](image)

4. Click **Create**. i>clicker automatically creates a new course folder in your iclicker Win\Classes or iclicker Mac:Classes folder. The *New Course* window closes and you are returned to the *Welcome to i>clicker* window where you will see your course name in the list of courses.

5. Repeat steps 2–4 to create as many courses or sections as you need.
Start a Polling Session

After creating a course you are ready to start a session and begin polling. Once polling is started, students can begin answering your polling questions with their i>clicker remotes.

⚠️ **NOTE:** If any of your students are using i>clicker GO (mobile clickers) in your class, you must enable i>clicker GO before you begin polling (see [i>clicker GO Settings](#) for setup instruction).

**To begin polling:**

1. Create or select a course from the Welcome to i>clicker window.
2. The i>clicker Home screen appears. Click the Start Session button.

![The i>clicker Home screen](image)

3. The i>clicker Home screen disappears and the Session Toolbar appears in the top-left corner of your screen, indicating that i>clicker is active. You can reposition the toolbar anywhere on your desktop.

![i>clicker Session Toolbar](image)

4. When you are ready to start polling, advise your students to turn on their clickers, present the question and answer choices (either verbally or visually)

5. If the question type shown on the Start button does not match the question you are asking, click the drop-down menu option attached to the button to change the question type.

![Toolbar with question type menu expanded](image)

⚠️ **NOTE:** If you are using a base receiver running v3.03 firmware or earlier, only A-E questions are supported and the drop-down menu will not appear.

6. Click the Start button to begin polling. When polling is active, the Start button switches to a Stop button and a timer appears. A counter on the far right of the toolbar displays how many students have voted.
NOTE: If students vote when polling is inactive, the Vote Status light on their remotes will flash red three times to indicate their votes were not received (i-clicker remote) or they will see a CLOSED message on their LCD (i-clicker 2 remote).

TIP: If you use presentation software to display your questions (e.g., PowerPoint or Keynote), make sure it's the active application when you start polling by clicking on the presentation window. Each time polling begins, i-clicker captures a screenshot of the active window and stores it along with polling results for later review in i-grader.

7. If desired, click the Results button on the toolbar to show a graph of the class responses. See Viewing Student Responses for more details.

8. Repeat steps 4 - 6 for each question you ask in class. When you are finished polling, close the Session Toolbar by clicking the Close (x) button in the top left corner of the toolbar.

TIP: You can use an instructor’s remote to control polling from anywhere in the room. (See Instructor’s Remote ID in General Settings.)
Designate an Instructor Remote

You may designate one remote as the instructor's remote for your own use in class. The instructor's remote controls polling and moves between slides in your presentation software, allowing you freedom to move around the room while conducting i>clicker polling sessions.

**To designate an instructor remote:**

1. Click **My Settings** from the i>clicker Home Page.
2. Click the **General** tab and enter the instructor remote ID (located on the bottom of the back of your instructor remote) in the **Instructor's Remote ID** field.
3. Click **Set for Course** (recommended) or **Set for Session**.
4. You may now begin using the instructor remote to control polling and your presentation software. See the images below for a list of the instructor remote button functions.

![Instructor remote button functions for i>clicker 1 and i>clicker 2 models](image_url)

**TIP:** Many teachers use the blue standard i>clicker remote as their instructor's remote. There are no technical differences between the blue i>clicker 1 instructor's remote and a white i>clicker 1 student remote. The color is designed to make it easier for you to keep track of your individual and loaner remotes.

The i>clicker 2 instructor remotes, on the other hand, are designed specifically for use by instructors and cannot be used as student remotes.

**TIP:** To use instructor remote to control your presentation software, the presentation software must be the "active" application on your computer screen. If i>clicker becomes the "active" program, click the presentation screen to make the presentation the "active" application again.
2 Preparing for Class
2.1 Changing Your Settings

My Settings Overview

You can use the My Settings options to customize i>clicker and i>grader. Select My Settings from the i>clicker Home page to change your settings. My Settings can also be accessed from the i>clicker Session Toolbar by clicking the Options Button and selecting My Settings.

![i>clicker Home page with My Settings button]

The default settings for both the i>clicker and i>grader applications are chosen to make this classroom response system the easiest to learn and quickly use. However, you may alter the default settings by accessing My Settings and selecting the General, i>clicker GO, LMS/Registration, Polling, Scoring, Results, Base Display, and Demographics tabs.

💡 TIP: You have the option to save your settings for the current polling session or the entire term.
General Settings

The General settings allow you to edit a course name, add an instructor remote, change the frequency of the response system, show/hide the response grid, and add a welcome message, for i>clicker 2 remotes.

Course Name

The course name field shows the course name that you entered when you created your course. The course name can be edited in the New Course window.

Instructor’s Remote ID

You may designate one remote as the instructor’s remote for your own use in class. The instructor’s remote controls polling and moves between slides in your presentation software, allowing you freedom to move around the room while conducting i>clicker polling sessions. Rather than counting the five choices (A, B, C, D, E,) as student votes, the buttons control key functions of the i>clicker polling software.

To activate the instructor’s remote, enter the clicker’s remote ID (located on the bottom of the back of your i>clicker) in the Instructor’s Remote ID field in My Settings. If you plan to use the instructor’s remote regularly, we recommend you set the code for the entire course (or term).

⚠️ TIP: Many teachers use the blue standard i>clicker remote as their instructor’s remote. There are no technical differences between the blue i>clicker 1 instructor’s remote and a white i>clicker 1 student remote. The color is designed to make it easier for you to keep track of your individual and loaner remotes.

The i>clicker2 instructor remotes, on the other hand, are designed specifically for use by instructors and cannot be
used as student remotes.

**TIP:** To use instructor remote to control your presentation software, the presentation software must be the "active" application on your computer screen. If i>clikcer becomes the "active" program, click the presentation screen to make the presentation the "active" application again.

**Frequency Code**

The i>clikcer 2-way radio frequency student response system operates on one of 16 channels in the 900-928 MHz frequency range.

The default frequency channel for both the base and the student remotes is AA. If you are the only instructor using i>clikcer, you should not modify this frequency. However, if someone else is using i>clikcer in close proximity, one of you will want to use a different channel.

**TIP:** If you know you will be using i>clikcer near another instructor using i>clikcer for the term, we recommend you set your default frequency for the entire term. If i>clikcer is in use across your institution, you may also need to coordinate frequencies with your IT administrator. They may have already assigned channels to each classroom.

At the beginning of each session i>clikcer will check for bases in close proximity using the same frequency as your setting. If a base nearby is using the same frequency, you will be prompted to change your frequency.

**i>clikcer users:** If you change your frequency from the default, your students will need to change their remote frequency at the beginning of each session. When you begin polling, an alert will appear with instructions for your students.

**i>clikcer 2 users:** the i>clikcer 2 remote will remember your students' last saved frequency. If your students change their frequency in your class and do not later change frequencies again, i>clikcer will remember the frequency from your class.

**To change the remote frequency using the standard i>clikcer remote:**

1. Press and hold the **On/Off** (power) button on the i>clikcer remote until the blue **Power light** begins flashing.
2. Press the **two-letter code** (that you've designated in My Settings). In the example below, that new code is AB. A green **Vote Status** light on your remote will indicate that you have successfully reset the remote frequency.

**To change the remote frequency using the i>clikcer 2 remote:**

1. Press and hold the **On/Off** (power) button on the i>clikcer 2 remote until the two digit frequency on the LCD begins flashing.
2. Press the two-letter code that you've designated in My Settings. In the example below, that new code is AB. A checkmark appears on your remote indicating that you have successfully reset the remote frequency.

![Base Frequency window indicating frequency change to AB](image)

**i>clikcer remote:** The remote frequency will be set for as long as the remote is on. Students will need to repeat this procedure for every session or each time they turn on the remote.
The i>clicker 2 remote: The i>clicker 2 remote saves the last frequency that the student entered. Students will only have to enter their frequency once for your class (unless they use their i>clicker 2 remote in a different class that requires them to change frequencies).

Frequency Code Alert Message
You may alter the length of time that the frequency code alert warning appears on your screen, or you may choose to disable the warning/change alert completely (so that it never displays). If you prefer that the warning remain on screen until you click the Close button at the lower right, choose the option Until Manually closed. If you do not want to see the warning pop up before each question in the session (but do want the alert to appear the first time you ask a question), wait for the pop up to appear and then un-check the option Warn again on next question below the instructions.

NOTE: The receiver must be plugged in and a session must be started before students can change their frequencies.

Response Grid
This option allows you to display (or hide) a grid of your students' voting entries each time you ask a question. The response grid gives students an additional opportunity to confirm their votes were received. (Note that the Vote Status light on the i>clicker remote flashes green each time a vote is received by the i>clicker base, so your students can confirm that their votes were recorded without displaying this grid. On the i>clicker 2 remote, a checkmark appears indicating the vote was received and the student's vote appears on the LCD.) When viewing the response grid, you may choose to show either the clicker (remote) ID or the student ID.

TIP: While the response grid can be a comfort to students, it can also be distracting if used extensively. You can exit the response grid during a polling session by clicking on the Close (Exit) button on response grid window.

In order for an ID to appear, the student must have responded successfully to at least one question in the session. The first time the response grid displays in a polling session, all of the remote ID responses will be either blue or green. (The student's first response is colored blue, the second is colored green, and any subsequent responses to that same question toggle between these colors.) For subsequent questions in the same lecture, however, the grid will initially display all remote IDs that have been used in the session, in white. When those remotes have voted in response to the question, the color will change to blue. If they do not vote during a particular question, the remote IDs will remain on screen but stay white.

NOTE: To help a student find their response, their ID will always be in the exact same location for that lecture only.

Welcome Message
The Welcome Message allows you to set an eight-digit message that will appear on the LCD screen of students' i>clicker 2 remotes. For example, you may choose to add your course name as the welcome message (e.g., CALC301). Students with i>clicker 2 remotes will see the welcome message when they turn on their remotes. The welcome message is a great way to ensure that students are voting in the correct class.
i>clicker GO Settings

The i>clicker GO settings is where you register to allow i>clicker GO use in your class. i>clicker GO is a Web-based, "virtual" remote that students use to answer questions on their laptops or other mobile devices. i>clicker GO voting can be done using a Web browser, iOS app, or Android app. When i>clicker GO is enabled for your course, i>clicker will collect votes from both i>clicker remotes and i>clicker GO. An Internet connection in required to use i>clicker GO.

⚠️ NOTE: As of v6.3, web>i>clicker has been replaced by i>clicker GO.

⚠️ IMPORTANT: Any pre-existing web>i>clicker accounts, both for instructors and students, will automatically become i>clicker GO accounts. Instructor courses will not need to be re-registered and students will not lose any subscription time associated with their account.

Course Registration

In order to allow i>clicker GO, you must register your course. Course registration adds your name and course name to the listing of available i>clicker GO courses, which students use to find and join your session. To learn more about i>clicker GO, visit the [iclicker.com](http://i.clicker.com) website.

⚠️ IMPORTANT: Because it is a Web-based application, your experience with i>clicker GO will largely be determined by your school's network. You should confirm with your system administrator that your school has the infrastructure necessary to run i>clicker GO before enabling its use.

To register and enable i>clicker GO:

1. In the My Settings, i>clicker GO tab, click the Edit i>clicker GO Settings button.

   🔴 NOTE: Editing your i>clicker GO settings requires an Internet connection.

2. Complete the i>clicker GO Settings form that opens.

   Your First Name and Last Name will be displayed in the i>clicker GO instructor list for your school. Students select your name from the list to find your course and join your session.

   Before you can select your school from the School Name drop-down control, you must first perform a ZIP/postal code lookup to populate the list with names already in the i>clicker GO database.

   🔴 TIP: Your students will need to register for i>clicker GO accounts using the same ZIP/postal code you used to register your course. Providing this information to them will help ensure their success in setting up their account.

   🔄 NOTE: If your school does not appear in the list after performing the ZIP/postal code lookup, please contact support@i.clicker.com and request that your school be added to the i>clicker GO database.
3. Make sure that the selected radio button for i>clicker GO participation is **Allowed**.

4. Click **Submit** to complete the registration.

![i>clicker GO Settings form](image)

4. Click **OK** to dismiss the sync confirmation window that appears. Your students can now use i>clicker GO in your course.

**To unregister and disable i>clicker GO:**

1. In the **My Settings**, **i>clicker GO** tab, click the **Edit i>clicker GO Settings** button.

   *NOTE:* Editing i>clicker GO settings requires an Internet connection.

2. From the **i>clicker GO Settings** form that opens, change the selected radio button to **Not Allowed** for i>clicker GO participation.

3. Click **Submit** to complete the process.

4. Click **OK** to dismiss the sync confirmation window that appears. Your students will no longer see this course listed in i>clicker GO and will be unable to use i>clicker GO in your course.
LMS/Registration Settings

The LMS/Registration settings allow you to change the roll call and web registration options as well as choose your learning management system.

Learning Management System

If you plan to record i>clicker grades in your institution’s learning management system, select the LMS platform here. EduCat uses the Moodle software. Please select “Moodle” from the list of available learning management systems. This selection determines the format for i>grader’s exported CSV files to allow for easy import of i>clicker scores into your LMS. If you are not planning to use i>clicker with an LMS, leave the default option General (no LMS specified) selected.

If you are using i>clicker with EduCat, please follow the directions located in the “Integrate EduCat” documentation (available from the CITE or the IDT web site).

In-Class (Roll Call) Registration

This setting modifies the way that student names appear on the Roll Call screen for in class registration. This option does not modify the format of your roster or grade book file. For more information about the roll call feature, please see Registration Options.

Web Registration

The Server URL is only needed if your students are registering via a locally hosted website that is specifically for your institution. In this case, you will be given a server URL by your IT staff. If you are interested in local registration, contact support@iclicker.com.

Results Display

The Results Display setting allows you to choose to only display votes in the i>clicker results chart from registered remotes. Results from unregistered remotes will be recorded but not show in the bar chart, histogram, or pie charts.
Polling Settings

The Polling settings allow you to customize the session toolbar and set the polling timer as count up or count down.

![Polling tab in the My Settings window](image)

**Customize Toolbar**

The appearance of the session toolbar can be customized to meet your specific needs. Click the drop-down menu to select the toolbar size (Normal or Small) and transparency level (None, Low, Medium, or High).

**Polling Timer**

When you start polling a timer begins. The default i>clicker timer counts upward, beginning with zero. In the default setting, you must click the **Stop** button to end polling. You may choose instead to define a countdown time. To select the count down timer, click the **Count down from** radio button and select the count down timer start time from the drop-down menu.

**TIP:** In countdown mode, the up and down buttons to the right of the timer allow you to add or subtract 5 seconds as needed. You can still stop polling by pressing the **Stop** button on the **Session Toolbar**.
Scoring Settings

The Scoring settings allow you to establish the point values earned for actively participating in class and for answering questions correctly.

![Scoring tab in My Settings window](image)

**Participation (Session-Based) Points**

Participation points are awarded to students who attend and vote during lecture (encouraging student engagement). Participation points are awarded by overall session activity, not by individual question.

- **Session Participation Points:** This field allows you to enter the number of points students earn in any given session for meeting the participation requirement, as defined in the Requirement to Earn Participation Points below.

- **Requirements to Earn Participation Points:** To earn the point value established above, students must respond to a certain percentage of questions in a session. Depending upon the total number of questions, i>clicker will automatically calculate the minimum number of responses needed.

  Example: If you enter 10 points in Session Participation Points and there are 10 questions in a session, a student must respond to 9 of the 10 questions if the *all but one question* drop-down option is selected to earn participation points.

**Performance (Question-Based) Points**

Performance points are awarded to students by question for specific answers. Students can earn performance points without earning participation points, depending on your preference.

- **Points for Responding:** This option allows you to enter the default number of points students are awarded for any answer. These are different from participation points in that they reward students for performance by question, whereas participation points reward students for participation by session.

- **Points for Correct Response:** This field allows you to reward students for choosing the correct answer for each question and are earned in addition to any performance points you award in for simply answering the question.

**Total Performance Points**

Here, you can limit the number of total performance points a student can earn in a single session. Example: If maximum performance points are set at five points, and a six-question session is held with each question worth one point, even if a student answers all six questions correctly, the most she can earn for that session is five points.
You may choose to set these preferences for the entire term or just the current session. Your selections on the Scoring settings will appear in the i>grader Set Session Scoring window for subsequent lecture(s).
Results Settings

The Results settings allow you to customize the results charts for each question type.

Multiple Choice (A-E) Results

During polling, a graph displays the results of each question in your session. The graphs can be displayed by clicking the Results button on the i>clicker Session Toolbar or pressing B on the instructor’s remote. The Multiple choice (A-E) results options allow you to select whether the chart displays as Color or Monochrome.

TIP: For either display option, if you designate a correct answer choice and display the chart, the bar will appear in green and the remaining bars will turn red. See the example below (the left example is the color version without a correct answer designated; the right example is the same color version with a correct answer of C).

To stop displaying the correct answer, click the Correct Answer button and select <None>, or if you are using the instructor’s remote function to toggle a correct answer, toggle through all options until the graph no longer shows the correct answer.

Numeric Response Results

The numeric response chart can be displayed as a vertical bar chart or a histogram.

- Bar Chart: The bar chart displays all of the student responses sorted by most to least popular. Use the scroll bar to view all of the answers. Click the drop-down menu to select the Number of significant figures that are displayed in the results chart. Changing the significant figures will adjust the number of figures/digits that appear in the students’ responses. For example, The response 21111 with significant figures set to 2 would appear as 21000.

- Histogram: The histogram chart displays the student responses in a histogram. Use the Number of bins drop-down menu to adjust the number of vertical bars that appear in the histogram. You may also choose to show the mean and standard deviation.
NOTE: You may also change the numeric response chart type, the significant figures, and the number of bins while viewing the student responses by clicking their buttons on the Results Chart during your polling sessions.

**Alphanumeric Response Charts**

Alphanumeric responses are displayed as a vertical bar chart with the responses sorted by most to least popular. Use the scroll bar to view all of the answers. Click the drop-down menu to select the default *Number of significant characters* that are displayed in the results chart. Changing the significant characters will adjust the number of characters that appear in the students' responses. For example, The response `CHEMICALS` with significant characters set to 4 would appear as `CHEM`.

**TIP:** Unless you know that your correct answers will never exceed a certain number of characters, it is recommended that you keep the significant characters default set at 16. You can always decrease the number of significant characters while viewing the student responses in the results chart.

**Correct Answer Display**

This options controls whether or not correct answers are automatically displayed after you stop polling. The option only applies if you have pre-selected correct answers using the *Question List Editor*. You may also override the default setting for specific questions using the *Question List Editor*.
Base Display Settings

The Base Display settings allow you to customize the base/receiver LCD display.

Multiple Choice (A-E) Display

During polling, the i>clcker responses display on the receiver LCD in real-time. The LCD display is useful in situations where you want to see how your audience is responding but don’t want to make the results viewable to everyone. The following display options are available for multiple-choice questions:

- Show the percentage of votes for each answer choice
- Show the number of votes for each answer choice
- Alternate between showing the percentage of votes and the number of votes for each answer choice. (With this option selected, you may also choose the amount of time before alternating the display.)

Numeric Response Display

The numeric response display shows the top responses for a polling question. Click the drop-down menus to select the number of top responses that are displayed and the amount of time each response is shown. You may also choose to show the top responses as percentage of votes or number of votes.

Alphanumeric Response Display

The alphanumeric response display shows the top responses for a polling question. Click the drop-down menus to select the number of top responses that are displayed and the amount of time each response is shown. You may also choose to show the top responses as percentage of votes or number of votes.
Demographic Settings

i>clicker includes the option to collect student demographic data. The demographic data is easy to collect and can be used in class to filter (slice) the student polling results. Filtering polling results can help facilitate classroom discussion by allowing students to view the Results Charts filtered by demographic data such as Gender, Political Affiliation, etc. As an instructor, you may add, edit, delete, and import demographic questions.

![Results Chart filtered by demographic data (political affiliation)](image)

> NOTE: You may filter polling results for all three question types: multiple choice (A-E), numeric (123), and alphanumeric (abc / 123).

Selecting Demographic Questions

The first step in collecting student demographic data is to select the demographic questions that you would like to use in class. i>clicker includes a list of common demographic questions from which to choose. You may also add your own demographic questions and edit the provided demographic questions.

To select demographic questions:

1. Open i>clicker and click the My Settings button.
2. In the My Settings window, click the Demographics tab.
3. Click a question title in the Available Question list and then click the Right Arrow button to move the question into the Selected Questions list box.
4. Repeat steps 1-3 until you have selected all of the demographic questions that you would like to ask in class.
5. (Optional) Click the Move Up and Move Down buttons to re-order your selected questions. Students will answer the demographic questions in the order that you create in the Selected Questions list.
6. (Optional) Click the Left Arrow button to remove a question from the Selected Questions list.
7. (Optional) Click the Auto advance checkbox and select the amount of time that each demographic question should appear on screen. When this option is checked the demographic questions will automatically advance when you start a demographics polling session. (see Run All Demographics)
8. Click Set For Course.
NOTE: You can view each of the questions in the Available Questions list by double-clicking the question title. Questions must be moved to the Available Questions list to be edited.

NOTE: You can add, edit, delete, and import questions in the Available Questions list (see instructions below).

Adding, Editing, Deleting, and Importing Demographic Questions

Instructors can customize the available demographic questions by adding, editing, deleting, and importing demographic questions. Any question can be used as a demographic question.

To add a new demographic question:

1. In the My Settings, Demographics window, click the New button under the Available Questions list.
2. Add a Question Title, Question, and up to five answer choices.
3. Click Save to add only one question or Save and New to add more than one question.
4. Click Close when you are finished adding demographic questions.

NOTE: Any question can be created as a demographic question. For example, you may wish to ask the question Which of the following is the world’s largest geographic feature? (A) The Atlantic Ocean (B) The Pacific Ocean and then filter student data based on their answer to this question. Demographic questions are labeled as demographic because this is their mostly likely use; however, any question can be a “demographic question.”

To edit a demographic question:

1. In the My Settings, Demographics window, click the Edit button under the Available Questions list.
2. Edit the Question Title, Question, or any of the answer choices.
3. Click Save.

![Edit a demographic question in the Demographics Editor](image)

⚠️ IMPORTANT: Editing a demographic question will overwrite the original question. Once you have edited a question, you cannot revert back to the original. To get the original question back you must select the question, click Edit, and re-enter the original question title, question, and answer choices.

**To delete a demographic question:**

1. In the My Settings, Demographics window, click the Delete button under the Available Questions list.
2. Click Yes to delete the question.

⚠️ IMPORTANT: Deleting a question removes the question permanently. To add the question back you must create a new question and re-enter the original question title, question, and answer choices.

**To import demographic questions:**

After customizing the demographic questions in the Available Questions list, you may wish to use your customized questions in another class. You can do this by importing the question list.

1. In the My Settings, Demographics window, click the Import button under the Available Questions list.
2. Select the class folder that contains the question list that you would like to import. For example, if you would like to import the question list from a Psychology-101-001 class, click the Import button and then locate the Psychology-101-001 folder in your i>clicker Classes folder.
3. Click OK.
4. The demographic question list from the class is imported.

![Select Folder window for importing demographic questions](image)
2.2 Registering Your Students

Registering Your Students’ i>clicker Remotes

The i>clicker system may be used as a simple tool to give you instant, anonymous feedback in class, in which case no registration procedure is necessary. However, if you (like most instructors) want to go a bit further and give credit to your students for class participation and/or performance, you will need to:

1. Associate each of your students with the unique serial number on their i>clicker remotes (i.e., Registration).
2. Decide on the grading details for each session of your class (see Assigning Credit for Sessions and Questions).

**TIP:** Research studies show (Caldwell, J.E. "Clickers in the large classroom: Current research and best-practice tips." Life Sciences Education, 6(1), 9-20, 2007.) that students participate and vote using clickers more consistently when clicker points are worth at least 10% of their overall grade. When clickers are worth 5% or less of the total course grade, students take voting less seriously and participate less frequently.

**IMPORTANT:** Follow the instructions on the "Integrate EduCat" documentation for information regarding registration of students’ i>clicker remotes.
Create a Course Roster

Once your students have registered their i>clicker remotes within EduCat, you can use integrate to import your student roster (complete with registration data) into i>clicker/i>grader so polling data can be credited to your students.

To import your EduCat class roster into i>clicker/i>grader using integrate:

1. Open your iclicker Win or iclicker Mac folder and double-click the i>grader icon to start the i>grader application.

![i>grader icon]

2. Select your course name from the course list and click Choose.

3. If you have not yet used the Import Roster feature in i>clicker integrate, the Roster not found window appears. Click Yes to download your EduCat course roster.

4. The i>clicker integrate window appears. Your EduCat server name should pre-populate the CMS Description in this window.

5. Enter your EduCat username and password. Click Log In.

![CMS integrate Login and Login with SSO Enabled]

💡 TIP: To save time in future sessions, check both check boxes to save login credentials and automatically log in. You can always reset these later if needed, but selecting both will save you time as you use integrate going forward.

6. Once logged in, you will be prompted to select your course. Using the drop-down control, select the course or section for which you wish to import your EduCat roster, and click Import Roster.
7. A confirmation message will appear, indicating that the file was successfully written into your i>clicker course folder. Click the Restart i>grader button to refresh your roster in i>grader.

   **NOTE:** If a copy of your EduCat roster already exists in the course folder, you will first be given the option to replace it or cancel the import via integrate. If you are updating your class roster (or registrations), click Yes to overwrite the existing roster file.

8. In i>grader, registered students appear in black, while unregistered students and unregistered clickers (if any) appear in red.

9. Repeat steps 1-7 for each of your courses.

To update your i>clicker roster with new registration information (either to account for your add/drop period or to better reflect late registrations):

1. Click the Sync... button from within i>grader.
2. A dialog box will appear asking if you want to use integrate to synchronize your roster. Click Yes.

3. Repeat steps 4-7 from above to download the latest version of your roster.

   NOTE: As noted above, you will be given the option to replace your LMS roster or cancel the import via integrate. Since you are updating your class roster (or registrations), click Yes to overwrite the existing roster file.

Registration Options

EduCat Registration (Option 1) - recommended
To receive credit for their i>clicker responses, students must register their i>clicker remotes (i.e., tie their clicker ID to their student ID). Registered i>clicker remote IDs are automatically associated with student names in your Moodle gradebook and in the i>grader application.

To enable i>clicker remote registration in EduCat:

1. Log into EduCat using your username and password.

2. On the EduCat Home Page, select the course to which you want to enable i>clicker registration.

3. On your Course Home Page, click the Turn editing on button in the top navigation bar of the page.

   The Moodle Home page

4. A new Add a Block block appears with a drop-down menu control. Select i>clicker from the menu.

   Selecting the i>clicker block from the drop-down menu
5. The i>clicker block instantly appears on the page.
TIP: You may drag and drop the iClicker block to position it where you want it on the page.

6. Click the Turn editing off button when you are satisfied. Your course is now set up and ready for students to register their i>clicker remotes. Use the instructions below to instruct your students to register.

Directions for STUDENTS to register their i>clicker remotes:

1. Log into EduCat, and select your course.

2. Find the i>clicker block and click the Remote Registration link.

3. On your Remote Registration page, enter your i>clicker remote ID and click the Register Button.

4. Your remote is now registered. You can remove your remote registrations from Moodle at any time by clicking Remove on the i>clicker Remote Registration page.

Other relevant facts for students about registration:

- Even if students are using i>clicker for more than one course, they only need to register their clickers in one course and their registration data will automatically be applied to all of their other EduCat courses using i>clicker.

- Students can share clickers with a friend/roommate as long as they are not using i>clicker in the same courses.
Students can register more than one clicker in EduCat. If, for example, students break a clicker, they can register additional clickers through the same tool and all of their registered clickers (and their votes) will be tied to their EduCat ID.

⚠️ TIP: In-class and online registration are not mutually exclusive, and both can be used to register students in one class.

Web Registration (Option 2) – only recommended for i>clicker GO accounts

Online registration is only recommended for web-i>clicker accounts. If students are using clicker remotes, please follow the instructions above under EduCat registration. To register online, send your students to iclicker.com and have them navigate to the Register Your Clicker page.

![i>clicker.com registration screen showing Captcha Verification Image](image)

⚠️ TIP: The key to successful web registration is deciding what student ID will be used and sharing those directions with students before they register their clickers online. Consider including instructions in your syllabus that describe and/or give examples of the student ID so your students follow the proper registration protocol.

To complete the student registration form, students must:

1. Enter their **First Name** and **Last Name** in the appropriate fields.
2. Enter their **Student ID**. This student ID must match the one that is in your Roster.txt file or your CMS roster file.
3. Enter their **Remote ID**. The remote ID is the 8-character alphanumeric code printed below the barcode on the back of their remote.
4. Enter the letters or numbers in the captcha security image on the screen. This verification image is a slightly distorted series of characters used to prevent spam bots from submitting the form.

5. Click the **Register** button. An on-screen message confirms that registration was successful. The student’s ID is now tied to their unique i>clicker remote ID.

After your students have registered online, you need to synchronize i>grader to update the information in your class folder (see [Synchronizing Web Registrations](#)).

**NOTE:** If a student has not voted with their i>clicker remote, the online registration will not synchronize with your i>grader application. The student must vote at least once in class. We recommend that you ask at least one clicker question, such as an attendance or ice-breaker question, on the first day of class in order to capture remote IDs before requiring your students to register.

**TIP:** Students can use a single i>clicker remote for multiple classes and only need to register in EduCat once. If a student makes a registration mistake they can simply register a second time.
Loaning a Clicker

If students forget their i>clicker remote, you can loan one for a single lecture. To associate the loaned clicker with a student for one lecture only, you should perform a temporary or loaner registration.

⚠️ **NOTE:** When loaning a clicker for one session, you must first start the session and then select the **Loan Clicker** option from the Session Toolbar Options drop-down menu.

### To loan a clicker for one session:

1. From the *i>clicker Home* screen, click **Start Session**.

2. Click the **Options** button on the Session Toolbar and then select the **Loan Clicker** menu option.

3. The **Loan Clicker** window appears.

4. Enter the student’s **Remote ID**, select the student name from the **Student** drop-down menu, and select **One Session (Loan)** option from the **Register for** drop-down menu.

5. Click **Save** to assign the remote ID to the selected student for one session only.

If this option is used, the assignment of the i>clicker remote ID is tied to that student for one lecture only. This temporarily overrides any permanent registration. The student will receive credit for any votes during that lecture and these will be synchronized with existing scores. In subsequent classes, the student can resume using his/her regular clicker.
2.3 Creating a Question List

Question List Overview

Creating a question list allows you to customize the settings for each individual clicker question ahead of class. For example, you may have a presentation that you plan to use in your class and would like to assign a correct answer to each of the i>clicker questions in the presentation. You can create a question list that corresponds with your presentation so that when you ask the clicker questions in class the results are automatically graded and displayed in your results chart.

In addition to assigning correct answers, you can use question lists to set question-specific settings such as question titles, results chart labels, points for each answer choice, and more. In the example below, a question list was used to create a question title and results chart labels for the question "What is the capital of Ohio"?

Sample Results Chart with chart labels

You will use the Question List Editor in i>clicker to to create a question list (see Create a Question List).

Sample Question List with five questions

When questions lists are used in class each question that you created appears beneath the toolbar. You may display the questions in order or use the drop-down menu to select each question (see Load Question List).
i>clicker integrate for EduCat Instructor Guide

i>clicker Toolbar and Question List window
Create a Question List

Question lists are created using the Question List Editor in the i>clicker software. Only question lists created with the Question List Editor are recognized by i>clicker. Therefore, modifying the .csv files to create different versions of the same question list is not recommended.

Adding Question Information

The Question List Editor is used to create and edit question lists. During a polling session, the Question Title is displayed in a small window near the toolbar. If a correct answer has been designated in the Question List Editor, the Question List window will display an asterisk (*) in the Answer field.

To create a Question List:

1. Open i>clicker and click the **Question** menu at the top of the screen.
2. Select **New Question List** from the menu.

![New Question List menu option](image)

3. On the **Question Information** tab select a question type from the **Question Type** drop-down menu. Follow the instructions for each question type.

To create a multiple choice question:

1. Enter the **Question Title**.
2. (Optional) In the **Results Chart Labels** fields, enter a label for each available answer to the question. Questions can have up to five labeled responses. The labels assigned on this tab will appear on the results chart and in the i>grader session reports.
3. (Optional) Additional **Performance Points** can be assigned to each answer choice. Points entered in the fields next to each label are calculated as Performance Points during the polling session. The points assigned in the Question List Editor will supersede the Performance Points assigned in My Settings on the Scoring tab. The points assigned to an answer choice are not calculated in addition to the points assigned in My Settings.
4. (Optional) A correct answer may be designated by selecting one of the options from the **Answer:** drop-down menu. If there is no correct answer for the question, leave the menu on the default **<None>** option.
5. (Optional) If the question is an **Anonymous question**, mark the checkbox in front of this option. This will prevent submitted responses from being associated with a particular clicker (see Anonymous Polling).
To create a numeric question:

1. Enter the **Question Title**.

2. Enter a correct answer in the **New Answer to Add** field and add the number of points for the correct answer in the **Points** field. (Correct answers can contain a maximum of 8 characters. Only characters that can be entered on the student remotes can be used in a correct answer (i.e., 0-9, - ^ E).)

3. (Optional) If the question is an **Anonymous question**, mark the checkbox in front of this option. This will prevent submitted responses from being associated with a particular clicker (see **Anonymous Polling**).

4. Click **Add**.

5. (Optional) Repeat steps 2 - 4 to add additional correct answers.
To create an alphanumeric question:

1. Enter the **Question Title**.
2. Enter a correct answer in the **New Answer to Add** field and add the number of points for the correct answer in the **Points** field. (Correct answers can contain a maximum of 16 characters. Only characters that can be entered on the student remotes can be used in a correct answer (i.e., A-Z, 0-9 . - ^ E + = _).)
3. (Optional) If the question is an **Anonymous question**, mark the checkbox in front of this option. This will prevent submitted responses from being associated with a particular clicker (see Anonymous Polling).
4. Click **Add**.
5. (Optional) Repeat steps 2 - 4 to add additional correct answers.

![Question List Editor showing alphanumeric question type](image)

**Changing Question Settings**

The **Question Settings** tab is used to customize the **Polling Timer** and **Display Options** for each question in the list. On the **Question Settings** tab select the type of **Polling Timer** and **Display Options** desired. The **Polling Timer** can be set to **Count up from 0 seconds** or **Count down from a** preset amount of time, up to four minutes. The **Display Options** settings will affect how results are shown in i>grader and after polling has ended. To display the polling results during a polling session, mark the checkbox next to **Show correct answer when polling is stopped**. A graph will be displayed after polling has stopped. These settings can be customized for each question in a list or left with the default settings. When all options for the question have been set, click on the **Save** button.

Repeat the process of **Adding Question Information** and **Changing Question Settings** for each question added to the question list.
Question List Editor showing Question Settings tab

Managing Your Question List

Questions can be created in any order. After a question has been saved, the order of questions can be rearranged. Click on a question title from the available list of questions. Reorder the questions in the list by selecting the question title and then clicking the Up and Down arrows shown below the list of question titles. To remove a question from the list, click the Delete button.

Sample questions in the Question List Editor

During a polling session, in the Question List window the Select Question menu and Answer field are displayed. The Select Question menu will automatically display the first question in the question list. Any question from the list may be selected at any time.

i>clicker Session Toolbar and Question List window
If the selected question type does not match the question type shown on the Start button, click the drop-down menu control and change the question type.

Click the Start button to begin polling. Click the Stop button to end polling, or wait for the question timer to count down to zero. The Question List window will advance to the next question in the list automatically after polling has ended.

**Saving a Question List**

When finished creating a question in the Question List Editor, click the Save button. The question title will appear in the display window in the Question List Editor. To create the next question in a list, click the New button. When the question list is complete, click the Close button. This will prompt a Save As window. The default-named file QuestionList.csv should be renamed and saved in a class folder, so the list is easily accessible during a polling session.

**Copying a Question List to a Different Class**

You may create a copy of each question list that you create and move it to a new class folder rather than creating a new question list for each course.

**To copy a Question List to a different class:**

1. Open the main i>clicker folder and then open the Classes folder. Open the class folder where the question list file is stored and select the appropriate .csv file.

2. Move a copy of the file from the original class folder to the new class folder.

3. Open i>clicker and after selecting the appropriate class click on the Start Session button.

4. A pop-up window will appear indicating that a question list file is available. Click on the Yes button. If the Don’t ask me again button is clicked, the window will not reappear for the duration of the course.

5. In the Open Question List File: window select the appropriate question list (.csv file). The i>clicker main screen will close and the i>clicker Toolbar and Question List window will appear in the upper left corner.
Edit a Question List

After a question list has been created and saved, it may be edited. All of the fields and settings in the Question List Editor may be modified. Any changes to the question list will be saved to the same .csv file. The question list with the changes will then appear during the polling session.

To make changes to an existing Question List:

1. In the i>clicker main screen, choose the Question menu in the top navigation bar and select the Open Question List option.

2. Choose the appropriate question list (.csv file) to edit.

3. The Question List Editor will appear with the Question Title information shown in the left display window. Select a Question from the list of questions available. The data stored for that question will be shown in the Question Information and Question Settings tabs.

4. Make any necessary changes to the question data and click the Save button.

5. To create additional questions, select the New button and fill in the new question data.

6. To remove questions from the question list, select a Question Title and then click the Delete button.

7. To reorder questions, select the Question Title and then click the Up or Down buttons.

8. Repeat steps 3 through 7 as necessary until the question list is set correctly. When all changes are finished, click the Close button. All changes to the question list are automatically saved.
2.4 Creating a Self-Paced Polling Answer Key

Self-Paced Polling Overview

The self-paced polling option in i>clicker is a simple way to allow students to answer polling questions at their own pace. For example, you could distribute a paper quiz and allow students to answer the quiz questions using their remotes. The following are some additional examples of when you might use self-paced polling:

1. **Course evaluations:** Pass out your course evaluation questionnaires and start a self-paced polling session. Students can answer the evaluation questions with their remotes and you will receive immediate course feedback.

2. **Lab questions:** Create questions that students answer with their remotes during lab. You will be able to track student progress on the lab assignment and tell whether or not students are grasping the concepts.

3. **Low-Stakes quizzing:** Create a quiz before class and have your students answer the quiz questions with their remotes. You can grade your quiz in i>grader after class or create an answer key before class and have the quiz graded in real-time.

When using self-paced polling, you have the option to create an answer key before class or grade after class in i>grader. You may find it easiest to start a self-paced polling session without an answer key and grade after class. Try using self-paced polling with and without an answer key and see which you prefer.

💡 **TIP:** When using self-paced polling, require that your students write their answers on a sheet of paper that is turned in. This paper will serve as a record of their answers in case students dispute the accuracy of the remotes.

To learn more about self-paced polling, see [Creating an Answer Key](#), [Using Self-Paced Polling With an Answer Key](#), and [Using Self-Paced Polling Without an Answer Key](#).
Create a Self-Paced Polling Answer Key

You have the option of creating a self-paced polling answer key prior to your class. Creating an answer key will allow for self-paced polling results to be graded in real-time.

💡 TIP: You may find it faster and easier to start a self-paced polling session without an answer key and grade later using i>clicker.

To create a self-paced polling answer key:

1. From the i>clicker Home Page, select the **Self-Paced Polling** menu option and choose **New Answer Key**.

![Self-Paced Polling New Answer Key Menu Option](image)

2. The Answer Key window appears. At the *Number of Questions* field, click the **Up** or **Down** arrows to select the number of questions on your quiz or survey. The table adjusts to show the number of questions you have selected.

![New Answer Key window](image)

3. Click row 1 in the **Correct Answer** column and enter your answer. Answers can be A-E, numeric, or alphanumeric. You do not have to select the question type for your answer. Answers are not case sensitive.
4. By default, the number of points for each question matches the number of points for a correct answer that you set in My Settings (default setting is 1). You can change the number of points for each question on your answer key by clicking in the Points column and changing the number of points. Only the question that you have selected will be affected.

5. Continue adding your answers to complete the answer key.
6. Click any number in the Question column to select that question. When a question is selected (blue), you can click the Up and Down buttons below the Question column to re-order the questions.

![Answer Key showing a highlighted row](image)

7. When your answer key is complete, click Save. A Save As window appears. Enter a filename for your answer key (e.g., Physics Quiz 1) and click Save. The file is saved in your class folder.

![Answer Key Save As window](image)

8. You are now ready to run your self-paced polling session. See Using Self-Paced Polling Without an Answer Key and Using Self-Paced Polling With an Answer Key for instructions on starting a self-paced session.

To edit a self-paced polling answer key:

1. From the i>clicker Home Page, select the Self-Paced Polling menu option and choose Open Answer Key.

2. From the Open File window, select the answer key that you want to edit. The answer key will be in your class folder unless you saved it in a different location.

3. Click Open.

4. Modify the answer key and click Save to save your changes.
3 Using i>clicker in the Classroom
Polling Students

1. Double-click the i>clicker icon to start the program.
2. The Welcome screen appears. Select the desired course from the list of available courses and click Choose. If you do not see your course listed, see Create Your Course(s).

![Welcome to i>clicker window with courses listed](image)

3. The i>clicker Home screen appears. Click Start Session.

![i>clicker Home screen](image)

4. The Session Toolbar appears in the top left corner of your computer screen.

![i>clicker Session Toolbar](image)

You can reposition the toolbar anywhere on your screen. The floating toolbar allows you to run i>clicker with your presentation application(s). For example, if you use PowerPoint or Keynote, both your presentation and the i>clicker toolbar will be active. The toolbar floats above any application including Word, Acrobat, Web browsers, Mathematica, etc.

**TIP:** If you reposition the toolbar on your desktop, the system will remember its placement and retain the new location until you change it again. This feature gives you more flexibility and control to design your lecture presentations so that the floating toolbar never obstructs your question text or images.
**TIP FOR KEYNOTE USERS:** In order for the i>clicker menu bar to float over your presentation, be sure Keynote is set to allow other programs to share the screen. In the Keynote Preferences menu, please select the option below:

![Keynote Slide Preferences](image)

Keynote Slide Preferences window

5. When you are ready to pose a question, advise your students to turn on their clickers then present the question and answer choices (either verbally or visually).

6. If the question type shown on the **Start** button does not match the question you are asking, click the drop-down menu option attached to the button to change the question type.

![Menu Options](image)

Toolbar with question type menu expanded

7. Click the **Start** button to begin polling. When polling is active, the **Start** button switches to a **Stop** button and a timer appears. A counter on the far right of the toolbar displays how many students have voted.

![Active i>clicker Session Toolbar](image)

Active i>clicker Session Toolbar

- **NOTE:** i>clicker will only begin collecting votes after you click the Start button. (i>clicker remote: A green Vote Status light on the students’ remotes indicates that a response has been successfully recorded. i>clicker2 remote: a checkmark on the LCD screen indicates that a response has been successfully recorded)

- **TIP:** If you use a program to display your question (e.g., PowerPoint, Keynote), make sure it is the active application when you start polling. Each time you click the Start button to begin polling, i>clicker captures an image of the active window and stores it along with polling results for later review in i>grader.

8. Click the **Results Chart** button on the toolbar to view a graph of your students’ responses for the current question (see Viewing Student Responses). To end the polling session, click the **Stop** button on the toolbar and i>clicker will no longer accept votes.

- **NOTE:** i>clicker stops collecting votes when you click the Stop button. If students attempt to vote when polling is not active, (i>clicker remote) the Vote Status light on their remotes will flash red three times to indicate that a response was not received; (i>clicker2 remote) a “No” symbol appears on the LCD to indicate that a response was not received.

9. Repeat steps 5 and 6 for each question you ask in class.

- **NOTE:** Students can turn on their i>clicker remotes and vote at any time while polling is active by pressing the **ON/OFF** button on the remote. We recommend students keep their remotes on during the lecture. The iclicker remotes will automatically shut off after 90 minutes of inactivity to save battery power. The i>clicker2 remotes will
shut off after 5 minutes of inactivity to save battery power. (The i>clicker2 remotes shut off after only 5 minutes of inactivity because the remote remembers the base frequency. Students can simply turn the remote back on and vote if the remote powers off.)
Viewing Student Responses

The i>clicker Session Toolbar includes a Results Chart that you can use to view your students’ responses in a horizontal bar chart (multiple choice only), vertical bar chart, pie chart (multiple choice only), or histogram (numeric only).

To view student results in the Results Chart:

1. Click the Results Chart button on the toolbar to show a graph of your students’ responses for the current question. The graph displays the percentage of total votes and number of votes for each answer choice.

   ![i>clicker Results Chart](image)

   **NOTE:** When i>clicker GO is enabled and polling is stopped, the software continues to check for last minute i>clicker GO votes for several seconds to account for delays in network communication. The results chart may update after polling is stopped as a result of these delayed votes. Additionally, when the toolbar is closed to end the session, i>clicker performs a final check to verify that all i>clicker GO votes have been collected for all questions. If a student receives confirmation that their vote has been received, that vote will always be accurately recorded in i>grader.

   **TIP:** You may also display two graphs, the current graph and any previous graph, side-by-side by clicking on the Compare button in the Results Chart window. The second graph will display above your current graph. You may select the Previous or Next buttons to toggle between graphs in choosing your second graph to display.

2. To designate a correct answer, simply click the bar for the correct response in the Results Chart. When the correct answer is indicated, it is shown in green and all incorrect answers are shown in red.

   ![Results Chart showing the correct answer](image)

   **NOTE:** The green and red color values in the Results Chart were selected using Color Universal Design (CUD) which ensures that graphical information is conveyed accurately to people with various types of color vision, including people with color blindness.
3. **To clear the correct answer, click the Correct Answer button and click Clear on the Correct Answer window.**

   **TIP:** When you designate a correct answer on the results chart, it is saved into i>grader. If you have chosen to award students points for correct answers, all points will be adjusted accordingly. If you select a correct answer on the chart and then click the Clear button to clear the selection and return to the default chart, the correct answer is also deleted from i>grader and no point adjustments will occur.

4. **To display data for the previous question, click Previous button.** To display data for the next question, click the Next button.

5. **To change the chart type, click the Chart Type button and select a chart type from the drop-down menu.**

6. **Numeric Results Charts:** For numeric questions, you have the option of viewing the results as a vertical bar chart (default) or a histogram. Click the Chart Type button to change the chart type. When viewing a vertical bar chart, you can click the Significant Digits button to select the number of significant digits to display on the chart. By changing the significant digits, you can group student responses.

   When viewing a numeric histogram, you can click the Significant Digits button to select the number of bins that appear in the histogram (up to 10 bins).
7. **Alphanumeric Results Charts**: Alphanumeric results can only be viewed as a vertical bar chart. To view more results in the window, drag the bottom right corner to resize the window. You may also use the scroll bar to view results additional results. Click the **Significant Characters** button to select the number of significant characters to display on the chart. By changing the significant characters, you can group student responses.

![Numeric histogram with 5 bins selected](image)

![Results Chart with 5 significant characters selected and the same chart with 1 significant character selected](image)

⚠️ **TIP**: Changing the significant characters is particularly useful for ranking questions. For example, 3 students provide the following answers to a ranking question ABCDE, ABEDC, BCEDA. With 5 or more significant characters selected, each of these answers appears separately in the bar chart. By changing the significant characters to 1, you can group the students by their first choice. In this example, changing the significant characters to 1 will display two bars on the chart (2 votes for A and 1 vote for B).

8. To stop displaying the **Results Chart**, click the Win/Mac **Close** button or click the **Results Chart** button on the **Session Toolbar**.

⚠️ **TIP**: You can also display or hide the student response graph by pressing the **B** button on the instructor’s remote. You can designate a correct answer by cycling through the choices with the **E** button on the instructor’s remote.

Your receiver’s LCD screen also displays voting results. Different information appears on the screen depending on the question type you ask and your **Base Display** settings in **My Settings**.

![i>clicker receiver LCD screen showing multiple choice question results](image)
Session Toolbar Options

The i>clicker Session Toolbar contains buttons for three key functions: Start/Stop polling for each question type, Display/Hide the Results Chart, and access the Session Toolbar Options. Click the Options button to access the Session Toolbar Options menu.

A brief description of each of the options in the Toolbar Options menu follows:

- **Question On the Fly**: Ask a spontaneous question and have it recorded as a screen capture without closing out of your presentation application (see Question On The Fly).
- **Anonymous Polling**: Ask a question and collect polling results without any student information associated with them. This type of question is particularly useful for polling students on sensitive topics where they may not want their names or student IDs associated with their answers (see Anonymous Polling).
- **Loan Clickers**: Manually register an individual clicker, permanently or for just one session (see Loan Clickers).
- **Roll Call Registration**: Initiate In-Class/Roll-Call registration (see Roll Call Registration).
- **Run All Demographics**: Executes all the demographic questions in sequence. This option is disabled until at least one demographics question has been created (see Demographics).
- **Select Demographic Question**: Start a poll on a single demographics question. This option is disabled until at least one demographics question has been created (see Demographics).
- **Select Question**: Select an individual question from a Question List (see Load Question List).
- **Load Question List**: Open a Question List file (see Load Question List).
- **My Settings**: Access the i>clicker My Settings options (see My Settings). (Some options are not available when accessing My Settings from the Session Toolbar.)
Asking Questions On The Fly

By selecting Question On the Fly, you can ask a question spontaneously and have it recorded in a screen capture, without closing out of your presentation application. For example, you could be using PowerPoint or Keynote in slide show mode, decide to ask an unplanned question mid-session, and ask it using the Question On the Fly option without ever having to exit or close your PowerPoint or Keynote slide show.

To ask a Question On The Fly:

1. Click the Session Toolbar Options button.
2. Select the Question On The Fly menu option and select your question type from the list.
3. Enter your question information in the Question On The Fly window and click Display.

4. The Question On The Fly question appears in a resizable Question On The Fly Viewer window. Click the Start and Stop buttons on the Session Toolbar to initiate and end polling as usual. Click the Close button to close the Question On The Fly Viewer.

5. The Question On The Fly question appears in a resizable Question On The Fly Viewer window. Click the Start and Stop buttons on the Session Toolbar to initiate and end polling as usual. Click the Close button to close the Question On The Fly Viewer.
A screenshot will be taken when polling begins and will be saved in i>grader along with the question title and the correct answer (if you chose to designate one).
Anonymous Polling

Anonymous polling questions are ideal for allowing students to answer sensitive questions without worrying that you will link their responses to their student IDs later. When you poll students anonymously, their answers are not associated with their student names or IDs in the course roster. Student responses to questions that have been designated as anonymous polling questions are recorded with an “X” in the i>clicker log files. For example, by using anonymous polling, you will have no way of knowing that John Doe selected “A” in response to the question “Who did you vote for in the last Presidential election?” The answers to the question are completely anonymous.

To select an anonymous polling question:

1. Click the Options button  from the Session Toolbar.
2. Select the Anonymous Question option.
3. A small, red AP appears next to the Start button on the i>clicker toolbar, indicating that the question is anonymous.
4. Use the drop-down list control to switch the type of question you are asking and click the Start and Stop buttons to control polling as usual.

You will not be able to see individual student voting data for anonymous polling questions in the i>grader reports. Anonymous polling data will, however, be included in the cumulative results within i>grader (e.g., 50% of students voted A, 25% of students voted B, 25% of students voted C). Students’ individual responses to anonymous questions will be marked as AP in the student summary reports within i>grader.

**NOTE:** You can assign participation/attendance points to anonymous polling questions; however, you cannot assign performance points because there are no correct answers for anonymous polling questions. Students’ responses to anonymous questions will be marked as AP in the student summary reports within i>grader.

**NOTE:** Demographics questions cannot be designated as anonymous.
Collecting Demographic Data

Once you have selected your demographic questions, you can collect student demographic data by asking the demographic questions in class and having students answer with their clickers. There are two ways to ask demographic questions: (1) ask all demographic questions at once or (2) ask each demographic question individually. Each option has its advantages as described below.

Run All Demographics

Using the Run All Demographics option you can have your students answer all of the your selected demographic questions at once. This option is ideal for collecting data for a variety of student demographics. The demographic data that you collect is saved and can be used at any time during your term.

To run all demographic questions:

1. Start an i>clicker session by clicking the green Start Session button on the i>clicker Home Page.
2. Click the Options button on the i>clicker Session Toolbar.
3. Click Run All Demographics from the menu options.

4. The first demographic question appears in the Question Viewer window and polling begins. Students answer the demographic question by pressing A-E on their clickers.
5. When all students have answered the question, click the **Stop** button on the *Session Toolbar*. Polling is stopped for the question and the next question is displayed. Continue to start and stop polling until all questions are complete.

![Note: If you selected the *Auto Advance* option when selecting your demographic questions you will not need to click the **Start** and **Stop** buttons. After time runs out for each question i>clicker will automatically advance to the next question and continue until questions are complete.](image)

6. Click **OK** on the *Demographic questions complete window.*

![Demographic questions complete window](image)

When the demographic questions are complete the student demographic data is saved and can be used to filter student results.

![Note: You may ask demographic questions at any time and as frequently as you wish. Each time you ask demographic questions the older demographic data is overwitten by the new demographic data.](image)

![Tip: It is recomend that you wait until your course roster is complete and most of your students are in class before asking your demographic questions. This will ensure that your student demographic data is accurate and complete. If your course roster changes, you may wish to ask the demographic questions again so that you have current demographic data.](image)

### Select Demographic Question

Using the **Select Demographic Question** option you can have your students answer each demographic question individually. Asking individual demographic questions is useful when you need specific demographic data but don't have time to ask all of your demographic questions. You might also ask individual demographic questions if you find that the demographics in your class have changed. For example, a significant number of African/American students join your class after you've already collected demographic data for the entire class. If the addition of these African/American students is statistically significant to your teaching, then you may choose to ask the *Race* demographic question again to have current and accurate data.

**To select a demographic question:**

1. Start an i>clicker session by clicking the green **Start Session** button on the *i>clicker Home Page*.

2. Click the **Options** button on the *i>clicker Session Toolbar*.

3. Click **Select Demographic Question** from the menu options and select the question title of the demographic question you wish to ask.
4. The selected demographic question appears in the Question Viewer window. Click the **Start** button to begin polling. Students answer the demographic question by pressing A-E on their clickers.

5. Click the **Stop** button on the Session Toolbar when all students have answered the question.

6. Click **Close** button to dismiss the Question Viewer window.

The student demographic data for the question is saved and can be used to filter student results.

⚠️ **NOTE:** You may ask demographic questions at anytime and as frequently as you wish. Each time you ask demographic questions the older demographic data will be overwritten by the new demographic data.
Filtering Student Results by Demographics

If you have collected student demographic data you can filter any polling question that you ask in class by that data. Filtering by demographic data is easy and is a great way to stimulate class discussion.

To filter student results by demographics:

1. Start an i>clinker session by clicking the green Start Session button on the i>clinker Home page.
2. From the Session Toolbar, start polling, allow students to vote, then stop polling.
3. Click the Chart button to display the Results Chart.
4. Click the Filter button and select a demographic question from the list.

![Results Chart with Filter menu selected](image)

5. The Results Chart is filtered by the demographic question you selected. The filtered data appears as a stacked bar chart.

![Student Results filtered by Political Affiliation](image)

**TIP:** You can click the Compare button to view more than one filtered chart at a time.
Load Question List

If you have created a question list ahead of class, you can open it during your lecture and presentation.

Opening a Question List

To open a question list at the beginning of a polling session:

1. Click the Start Session button on the i>clcker Home Page.
2. At the prompt to open a question list, click Yes.

3. In the Open Question List File: window, select a question list to open.
4. The Question List window appears beneath the Session Toolbar.

To open a question list during a polling session:

1. Start a session and click the Options button on the Session Toolbar.
2. Select Load Question List from the Options drop-down menu.

3. In the Open Question List File: window, select a question list to open.
4. The Question List window appears beneath the Session Toolbar.

⚠️ TIP: Additional question lists may be used during a polling session. Close the Question List window after polling has ended for the last question used from the list. From the Options menu, select Load Question List.

Using a Question List in Class

After opening a question list, the Question list window appears beneath the i>clcker Session Toolbar. The first question in the question list appears in the Select Question drop-down menu.

To ask a question list question:

1. Make sure that the question you want to ask shows in the Question List window. If the correct question does not appear, click the Select Question drop-down menu to select a different question.
2. If the label on the **Start** button does not match the question type you are asking, use the drop-down control to switch question types then start polling.

3. Polling begins for the question showing in the **Question List** window.

4. Click the **Stop** button on the **Session Toolbar**.

5. The next question in the question list automatically appears in the **Question List** window.

6. (Optional) click the **Results** button to view the results chart. If you have added a question title and chart labels they will appear on the results chart.

7. Repeat steps 2-6 for each question list question.

8. Click the **Close** button on the **Question List** window to close the question list.
Resuming Your Last Session

In addition to the option to start a new session, there is also the option to Resume Session from the i>clicker Home page. Choosing this option allows you to resume a session rather than starting a new one. This option is especially useful if you accidentally exit the i>clicker application or have a computer crash.

⚠️ IMPORTANT: Self-paced polling sessions cannot be resumed. Please plan enough time for students to finish the self-paced polling session during class time.
Using i>clicker with Presentation Software

The i>clicker software is designed to be used with any presentation software. However, as is typically the case, not all third-party software applications work the same way. The following is a list of "tips and tricks" that can be used for the best experience using i>clicker with your presentation software.

Using i>clicker with Microsoft PowerPoint

The i>clicker toolbar is designed to "float" on top of PowerPoint presentations when in slide show mode. This makes it easy to run a presentation and conduct polling at the same time. Occasionally, you may find that the i>clicker toolbar "disappears" while running a presentation. This happens rarely and, when it does happen, it is because PowerPoint has taken focus away from the i>clicker toolbar. To correct this situation, simply press Alt + Tab (Win) or Command + Tab (Mac) on your keyboard and toggle to the i>clicker application icon. This will bring the i>clicker toolbar back into view.

Many instructors take advantage of the i>clicker instructor remote to advance their PowerPoint slides and conduct polling. In order to advance your slides, PowerPoint must be in focus. If you find that the instructor remote does not advance your slides, click anywhere on the PowerPoint presentation to bring PowerPoint back into focus.

Using i>clicker with Apple Keynote

Keynote users must change a preference in the Slideshow Preferences window in order for i>clicker to float on top of a presentation.

To change your Keynote Preferences:

1. Select Preferences from the Keynote menu option.
2. Click the Slideshow icon in the toolbar.
3. Click the checkbox next to Allow Expose, Dashboard and others to use screen.
4. Close the preferences window.

If at any time the i>clicker toolbar or any i>clicker window "disappears" behind your Keynote presentation, press Command + Tab on your keyboard and toggle to the i>clicker application icon. This will bring the i>clicker toolbar back into view.

Using i>clicker with Prezi

i>clicker works best with Prezi presentations that are downloaded to your desktop rather than run within a web browser. When using a Prezi presentation, you may create the presentation using the free, online version of Prezi or the Prezi Pro desktop version. After creating your presentation, save the presentation to your desktop or another location that you can access while in your class. Once
the presentation is downloaded, you can run it in full-screen mode. The i>clicker toolbar will "float" above the presentation and you can even use the instructor remote to advance your Prezie "slides."

⚠️IMPORTANT: If you attempt to run Prezi in full-screen mode from a web browser, i>clicker may force Prezi out of full-screen mode. This issue is resolved by downloading your Prezi presentation to your computer or thumb drive.

Using i>clicker with Online Videos

i>clicker works best when running online videos in standard rather than full-screen mode. If you run online videos in full-screen mode, i>clicker may cause the video to exit full-screen mode.
3.1 Using Self-Paced Polling

Using Self-Paced Polling Without an Answer Key

The self-paced polling option in i>clicker is a simple way to allow students to answer polling questions at their own pace. To learn more about self-paced polling see the [Self-Paced Polling Overview](#). Before starting a self-paced polling session, make sure that you have distributed the quiz or survey that includes the questions for your student to answer. If you wish to use an answer key, you must create the answer key before starting your self-paced polling session. To learn more about creating and using answer key see [Creating an Answer Key](#) and [Using Self-Paced Polling With an Answer Key](#).

⚠️ **IMPORTANT:** Self-paced polling sessions cannot be resumed. Please plan enough time for students to finish the self-paced polling session during class time.

To start a self-paced polling session without an answer key:

⚠️ **TIP:** When you start a self-paced polling session without an answer key you will need to do your grading in i>grader after the session is complete. Self-paced polling without an answer key is a fast and easy way to conduct a self-paced polling session because it requires no pre-work. Simply start the self-paced polling session and then grade the session in i>grader the same way you grade other clicker sessions.

1. From the i>clicker Home page, select the **Self-Paced Polling** menu option and choose **Start Self-Paced Session**.

![Start Self-Paced Session menu option](image)

2. The **Self-Paced Polling Settings** window appears. Under **Polling Settings**, choose how long the self-paced polling session should remain open. Select **No time limit** if you want to stop the session manually.
3. Under Answer Key, select **I do not have an answer key.**

4. Select the number of questions you will be asking.

5. Review your settings and click **Start Polling.**

6. The self-paced polling session begins and the self-paced toolbar appears. Students can begin answering questions as soon as the self-paced polling session begins. Refer to the *Self-Paced Polling Student User Guide* for instructions on how to answer self-paced polling questions using the i>clicker2 remotes.

7. To review real-time student progress, click the **Progress Chart** icon on the toolbar.

8. Click the **Stop** button or allow time to run out (count-down sessions only) to end the session.
Using Self-Paced Polling With an Answer Key

The self-paced polling option in i>clicker is a simple way to allow students to answer polling questions at their own pace. To learn more about self-paced polling see the Self-Paced Polling Overview. Before starting a self-paced polling session, make sure that you have distributed the quiz or survey that includes the questions for your student to answer. If you wish to use an answer key, you must create the answer key before starting your self-paced polling session. To learn more about creating an answer key see Creating an Answer Key.

⚠️ IMPORTANT: Self-paced polling sessions cannot be resumed. Please plan enough time for students to finish the self-paced polling session during class time.

To start a self-paced polling session with an answer key:

1. From the i>clicker Home Page, select the Self-Paced Polling menu option and choose Start Self-Paced Session.

2. The Self-Paced Polling Settings window appears. Under Polling Settings, choose how long the self-paced polling session should remain open. Select No time limit if you want to stop the session manually.

3. Under Answer Key, select I have an answer key and click Browse.
4. The Select Answer Key window appears. Double-click your **class folder** and select the answer key you wish to open. Click **Open**.

5. The answer key filename and path appear in the answer key field. Click **Start Polling**.
6. The self-paced polling session begins and the self-paced toolbar appears. Students can begin answering questions as soon as the self-paced polling session begins. Refer to the *Self-Paced Polling Student User Guide* for instructions on how to answer self-paced polling questions using the i>clicker2 remotes.

![Self-Paced Polling toolbar](image)

7. To review real-time student progress, click the **Progress Chart** icon on the toolbar.

8. Click the **Stop** button or allow time to run out (count-down sessions only) to end the session.
Viewing the Self-Paced Polling Progress Chart

The Self-Paced Polling Progress Chart allows you to see your students’ progress on self-paced polling sessions in real-time. Using the progress chart, you can view each students username, name, percent complete, and score (requires an answer key). You can also view your overall class percent complete and class average (requires an answer key).

To view the Self-Paced Polling Progress Chart:

1. On the Self-Paced Polling Toolbar, click the Progress Chart button.
2. A warning message appears indicating that the progress chart should not be displayed for student’s to view as it contains student data. Click OK to dismiss the warning message.
3. The progress chart appears.

![Progress Chart with student data](image)

4. Click the Close button or the Progress Chart button to close the progress chart.

⚠️ NOTE: You must use a current student roster in order for you students' username and name to appear correctly on the progress chart. To create a roster see [Create a Course Roster](#).
4 Grading and Viewing Results
Using i>grader to Assign Credit for Sessions and Questions

💡 TIP: Remember to check for software updates to i>clicker and i>grader using the WebUpdate tool.

1. Before launching i>grader, always make sure to exit the i>clicker application. Open the iclicker Win or iclicker Mac folder on your flash drive or computer, and double-click the i>grader icon.

2. The Welcome to i>grader window opens. Select your course and click Choose. (If your course is not listed, open i>clicker and create a course.)

3. The i>grader Home page opens.

4. A list of students will display in the left-most column, and a list of your voting sessions will display across the top row of the results table. You will see all students as listed in your Roster.txt file (or other gradebook file if you have chosen to use i>clicker with your course management system). You may view the students by Student ID or by last name, using the drop-down menu directly above the column of student names/IDs.

5. Registered students will appear in black and unregistered student names or IDs will appear in red. The recorded votes of your students who have not yet registered are stored under their i>clicker remote ID. These numbers appear in red at the end of the student list.
6. By default, each Session Column is labeled by polling session date. If you conduct two polling sessions on the same day, those two sessions will be shown separately on the main i>grader screen. The example screen above indicates that clickers were used in three lectures to date (on November 23rd, 25th, and 27th of 2010). Of the student names appearing on the screen, four have registered their clickers (Moon, Raynor, Wagner, and Wallace) while the other three have not. The four remote IDs (#00004141, #000005A5A, #00008080, and #00009D9D) at the bottom of the list belong to unregistered students who have participated in voting sessions.

⚠️ TIP: If you choose Resume Last Session from the i>clicker Home Page, your additional polling data will be included in the previous session, thereby eliminating separate entries in i>grader.
Synchronizing Your Roster

Once your students have registered their i>clicker remotes within EduCat, you can use integrate to import your student roster (complete with registration data) into i>clicker/i>grader so polling data can be credited to your students.

To import your EduCat class roster into i>clicker/i>grader using integrate:

1. Open your iclicker Win or iclicker Mac folder and double-click the i>grader icon to start the i>grader application.

   ![i>grader icon]

2. Select your course name from the course list and click Choose.

3. If you have not yet used the Import Roster feature in i>clicker integrate, the Roster not found window appears. Click Yes to download your EduCat course roster.

4. The i>clicker integrate window appears. Your EduCat server name should pre-populate the LMS Description in this window.

5. Enter your EduCat username and password. Click Log In.

   ![CMS Integrate Login and Login with SSO Enabled]

   **TIP:** To save time in future sessions, check both check boxes to save login credentials and automatically log in. You can always reset these later if needed, but selecting both will save you time as you use integrate going forward.

6. Once logged in, you will be prompted to select your course. Using the drop-down control, select the course or section for which you wish to import your EduCat roster, and click Import Roster.
CMS integrate Select Course for roster download

7. A confirmation message will appear, indicating that the file was successfully written into your i>clicker course folder. Click the **Restart i>grader** button to refresh your roster in i>grader.

   **NOTE:** If a copy of your EduCat roster already exists in the course folder, you will first be given the option to replace it or cancel the import via integrate. If you are updating your class roster (or registrations), click **Yes** to overwrite the existing roster file.

8. In i>grader, registered students appear in black, while unregistered students and unregistered clickers (if any) appear in red.

   ![i>grader Home Page showing both registered and unregistered students in the roster](image)

9. Repeat steps 1-7 for each of your courses.

To update your i>clicker roster with new registration information (either to account for your add/drop period or to better reflect late registrations):

1. Click the **Sync...** button from within i>grader.
2. A dialog box will appear asking if you want to use integrate to synchronize your roster. Click Yes.

3. Repeat steps 4-7 from above to download the latest version of your roster.

   **NOTE:** As noted above, you will be given the option to replace your LMS roster or cancel the import via integrate. Since you are updating your class roster (or registrations), click Yes to overwrite the existing roster file.

   **TIP:** We suggest setting a deadline, no matter how loose or long, for clicker registration. An end date will allow you to confirm all students are registered and assist you with classroom and i>clicker management.

### Managing Unregistered Clicker and Student Data

i>grader contains tools that allow you to search and delete batches of unregistered clicker records and generate reports of unregistered students. To access these tools, click the **Unregistered Students & Remotes** icon 🗿.

#### Unregistered i>clicker(s)

The View and Select Unregistered i>clicker(s) to be deleted window appears. You will have the option to toggle between two screens: Unregistered i>clicker(s) and Unregistered student(s).

![Unregistered i>clicker(s) tab in the View and Select Unregistered i>clicker(s) to be deleted window](image)

The Unregistered i>clicker(s) tab details votes from clickers that have not been registered to any student in your roster. You may see votes from unregistered clickers if students have not yet registered successfully, if students accidentally brought a friend or roommate's i>clicker remote to class with them, or if students voted in only a few sessions and then dropped the class.

   **TIP:** If you have a very large class or if your class deadline for registration has not yet passed, you may have a large number of unregistered clickers in i>grader. To help you manage your course information, use the Search option to filter the results list.

The Search option allows you to select unregistered remote IDs meeting specific criteria.
Search Options window

For example, let's say that several students voted only once or twice before dropping your class, and never registered. You can use the Search option to search for unregistered remotes with averages or total points in a very low range (such as between 0 and 10 total points). When you click Search, the Search Options window will disappear and all remotes matching your criteria will have a check in the Remote ID column.

To use another example, a student may email you and tell you that the remote ID number on the back of his i>clicker remote has partially rubbed off and as a result he can't complete the web registration. You can search for the remote ID using the Remote ID Containing field and find it in your records.

Unregistered Student(s)

The Unregistered Student(s) tab allows you to compile a list of students who have not yet registered.

From this screen, you have the option to export the list of unregistered students in two formats: comma-separated (.csv) or text (.txt). Choosing either of these options will create a file named Unregistered Student List in your course folder.
NOTE: While you can create two separate files using this tool, exporting the same type of file more than once will overwrite your data. For example, if you have previously exported this list to CSV, then clicking Export to CSV again will overwrite the existing file, but clicking Export to Text will not.
i>grader Functions

i>grader's editing functions available from the i>grader Home Page include:

- Editing a Student
- Editing the Session Information

Editing a Student

This feature allows you to modify which remote IDs are associated with a particular student ID.

To modify the student remote ID:

1. Double-click the **student ID** or **name** on the i>grader Home Page. The Student Details window appears.
2. To remove the association of a particular clicker to that student, select a remote ID from the Registered Clickers list, then click on the **Remove** button.
3. To associate a new remote ID, click the **Add** button, enter the new **Clicker ID** and click **OK**.

![Student Details window showing a registered remote ID number](image)

Editing the Session Information

The i>grader Session Summary window allows you to edit the session name, delete a session, and assign performance and participation points.

To edit the session name:

1. From the i>grader Home Page, double-click the column for the session you would like to edit. The column turns blue and the Session Summary window opens.
2. Change the text in the **Session Name** field.
3. Click **Set and Close**.

To delete a session:

1. From the i>grader Home Page, double-click the column for the session you would like to edit. The column turns blue and the Session Summary window opens.
2. Click the **Delete Session** button.
3. Click **OK** on the confirmation window.
Setting Session Scores

The i>clicker Session Summary window allows you to delete and modify question data and award Participation/Attendance Points and Performance Points for this lecture. Participation/Attendance Points are used to credit students for attending class and for participating in the voting activities. Students only need to place a vote for at least the minimum number of questions to receive participation points. They do not have to answer the questions correctly. These points are awarded by session, not by question—the student either answers the minimum number of questions and receives all participation points, or does not and receives zero participation points.

**NOTE:** Students can receive participation points for Anonymous Polling questions. Anonymous Polling questions do not, however, have a correct answer and are therefore cannot be used for Performance Points.

In the My Settings area of the i>clicker program you can set a participation requirement by percentage of questions answered. The minimum number of responses will be automatically calculated for you. From the Session Summary > Session Settings tab, you can modify the minimum number of questions your students must answer in order to receive participation points. You also determine the total number of participation points possible for that session. The minimum number of questions required will be adjusted each time you delete and restore questions from your session.

![Session Settings tab in the Session Summary window](image)

**TIP:** We encourage you to utilize the participation/attendance feature which is designed to promote student engagement and teacher-student interaction.

Performance Points are awarded to students by question for specific answers. Many professors use performance points to reward "correct" answers. Performance points (if any) are assigned to each question individually. If you have already set a point value for correct answers in i>clicker My Settings, you may simply select the checkbox next to the correct answer and that answer choice will automatically be awarded the correct number of points. You may also assign credit or partial credit for multiple answers by manually adding point values in the Points fields next to the answer choices.
Because you may not remember the details of each question you asked in lecture, i>clicker takes a screen capture for you every time you start polling for a question. To view this image in i>grader, click View Screenshot. The screenshot opens in a new window. The screen shot function allows you to ask on-the-fly questions easily by providing you with an automatic record of your lecture questions.

To scroll through the questions, click the Previous or Next buttons  . Once you have assigned points values for each question, click the Set and Close button in the bottom right corner. All point allocations will be saved and you will return to the i>grader Home Page, where you will see your overall session scores.

You are able to change the grading assignments/point values for any session at any time.

**To Delete a Question:**

1. From the i>grader Home Page, double-click the column for the session you would like to edit. The column turns blue and the Session Summary window opens.

2. Click the Previous and Next buttons  to select the question you want to delete.

3. Click Delete Question. The question appears as deleted in the screenshot and next to the correct answer.

4. Click Undelete Question to restore the question and the point values to your session.
Deleted Question in the Session Summary window
Reporting

The i>grader Reports option creates summary information in an easily readable and printable format. Clicking the Reports button generates the reports listed below:

Report Summary window

Term/Session Summary and Review

The Term/Session Summary and Review report provides a breakdown of polling data, both for your term to date and for individual sessions. No individual student scores or votes are included in this report, making it ideal to share with your class as a post-lecture study guide. The linked Summary Review reports contain individual question statistics, the screenshots taken when you began polling (which should contain each individual question), and the voting results graphs for each session.

Student Voting Data

The Student Voting Data report contains grades for your individual students, by session and by question. Cumulative Student Scores provides you with a review of each student’s performance for each i>clicker session. The reports can be opened and printed using any web browser. They can also be posted to a course web site or course management system (We recommend using Adobe Acrobat to post the reports, but you can also post as HTML files/pages with a little bit of work).

The Term/Session Summary and Review report and the Student Voting Data report are both placed directly in your course folder within the iclicker Win\Classes or i>clicker Mac:Classes folder. You may access and open them from that location at any time. All other reports (Summary and Question Data for single sessions, and Student Score reports) are linked from one of these two reports or accessible from the Reports folder within your course folder.

**TIP:** You can update reports as often as you need--the old reports are simply over-written with your most recent data. Your Term/Session Summary Review report will contain general information about each session as shown below.
Course Name: Gen Course 1

<table>
<thead>
<tr>
<th>Session Date</th>
<th>Report Links</th>
<th>Number of Students in Session</th>
<th>Number of Questions Asked</th>
<th>Total Points Available</th>
<th>Session Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 1</td>
<td>Session Summary and Question Data</td>
<td>5</td>
<td>1</td>
<td>8</td>
<td>73%</td>
</tr>
<tr>
<td>11/29/2007</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Session 2</td>
<td>Session Summary and Question Data</td>
<td>6</td>
<td>1</td>
<td>8</td>
<td>79%</td>
</tr>
<tr>
<td>11/29/2007</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Session 3</td>
<td>Session Summary and Question Data</td>
<td>6</td>
<td>10</td>
<td>15</td>
<td>24%</td>
</tr>
<tr>
<td>12/05/2007</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Term/Session Summary and Review Report

To view more detailed session information, click **Session Summary and Question Data** for any session, to display the **Session Summary** report. The **Session Summary** data is displayed at the top of this report, followed by information about individual questions. Scroll down, or click a **question title** to jump to the question information.

Session 12/05/2007 Summary Report: Gen Course 1

<table>
<thead>
<tr>
<th>Question</th>
<th>Time Started</th>
<th>Time Stopped</th>
<th>Number of Responses</th>
<th>Maximum Score</th>
<th>Average Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>QUESTION 1</td>
<td>3:14 PM</td>
<td>3:43 PM</td>
<td>4</td>
<td>1</td>
<td>0.44</td>
</tr>
<tr>
<td>QUESTION 2</td>
<td>2:33 PM</td>
<td>2:51 PM</td>
<td>7</td>
<td>1</td>
<td>0.33</td>
</tr>
<tr>
<td>QUESTION 3</td>
<td>2:31 PM</td>
<td>2:37 PM</td>
<td>5</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>QUESTION 4</td>
<td>2:27 PM</td>
<td>2:30 PM</td>
<td>6</td>
<td>1</td>
<td>0.5</td>
</tr>
<tr>
<td>QUESTION 5</td>
<td>2:30 PM</td>
<td>2:33 PM</td>
<td>6</td>
<td>1</td>
<td>0.99</td>
</tr>
<tr>
<td>QUESTION 6</td>
<td>2:33 PM</td>
<td>2:36 PM</td>
<td>6</td>
<td>1</td>
<td>0.99</td>
</tr>
<tr>
<td>QUESTION 7</td>
<td>2:27 PM</td>
<td>2:30 PM</td>
<td>6</td>
<td>1</td>
<td>0.86</td>
</tr>
<tr>
<td>QUESTION 8</td>
<td>2:29 PM</td>
<td>2:41 PM</td>
<td>6</td>
<td>1</td>
<td>0.86</td>
</tr>
<tr>
<td>QUESTION 9</td>
<td>2:27 PM</td>
<td>2:40 PM</td>
<td>6</td>
<td>1</td>
<td>0.99</td>
</tr>
</tbody>
</table>

Session Summary Report

Click your **Course Title** to return to the **Term Summary** report.

For each individual question you may review a screen capture of the question, voting results graph, and the number of students who selected each answer.
TIP: The Session Summary reports are ideal to share with your students after class.

Your Student Voting Data report is similar to the Term Summary report, only instead of links to individual Session Summary reports, you will now see links to a detailed report of student responses for each session. At the top of this report will be a link to View Cumulative Student Scores. These student reports provide you with an easily printable overview of your student's entire performance with i>clicker, and are particularly helpful for struggling students.

Before creating your HTML reports, the system will ask you what student information you'd like to include in the student reports. You may include your students' last name, first name, student ID, and remote ID in any combination. Your customizations will affect how individual student data will be displayed in the Student Voting Data and Cumulative Student Score reports.

The Cumulative Student Scores link will bring you to the Student Term Report. Note that the student:

- Student last name, first name, student ID
- Their total number of points for the term
- Their point average
- The number of points received for each individual polling session
Student Term Report

Course Name: Psychology 101

<table>
<thead>
<tr>
<th>Student Info/</th>
<th>Average</th>
<th>08/26/2009</th>
<th>08/26/2009-2</th>
<th>08/26/2009-3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hemand, Jordan, jmendez</td>
<td>33.33%</td>
<td>1</td>
<td>NV</td>
<td>NV</td>
</tr>
<tr>
<td>Total: 1.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Steizer, Tim, tsteizer</td>
<td>33.33%</td>
<td>NV</td>
<td>NV</td>
<td>1</td>
</tr>
<tr>
<td>Total: 1.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student Term Report

To view your students responses click on the session title/date at the top of the column and you will quickly receive a complete review of each student's activity during the session.

If you have designated a correct answer for any of the questions, it will appear in this report in green and incorrect answers will appear in red. If you did not designate a correct answer, the voting choices will appear in black.

Student Session Report: Psychology 101

The table shown below lists each student's answer to each question. Clicking the question titles in this report will show you the relevant information from the Session Summary and Question Data report described above.
> clicker integrate for Moodle 2 Instructor Guide

<table>
<thead>
<tr>
<th>Date</th>
<th>12/05/2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Students</td>
<td>4</td>
</tr>
<tr>
<td>Number of Questions asked</td>
<td>10</td>
</tr>
<tr>
<td>Session Average</td>
<td>11.17</td>
</tr>
</tbody>
</table>

| Participation Points Available | 5          |
| Performance Points Available   | 10         |
| Total Points Available         | 15         |

**Ab = Absent (no votes collected)**

**Session Average = Calculation based only on students who voted in this session.**

<table>
<thead>
<tr>
<th>Student Id/Total</th>
<th>Average</th>
<th>QUESTION 1</th>
<th>QUESTION 2</th>
<th>QUESTION 3</th>
<th>QUESTION 4</th>
<th>QUESTION 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>12345 Total 10</td>
<td>66 %</td>
<td>C</td>
<td>A</td>
<td>A</td>
<td>C</td>
<td>B</td>
</tr>
<tr>
<td>23456 Total 11</td>
<td>73 %</td>
<td>E</td>
<td>C</td>
<td>B</td>
<td>D</td>
<td>B</td>
</tr>
<tr>
<td>34567 Total 13</td>
<td>88 %</td>
<td>C</td>
<td>A</td>
<td>B</td>
<td>D</td>
<td>B</td>
</tr>
</tbody>
</table>

**Student answer choices**

- **TIP:** Clicking on any of the session titles will bring you to the same report as the Student Responses link for that session in the Student Data report.

- **TIP:** If you are using Internet Explorer to view the HTML reports, you can right-click on any blank space within a table in your report and select Export to Microsoft Excel. This will open an Excel spreadsheet containing information from the table you selected. To export information from more than one table in the report, click on a blank space outside of the report and you will be prompted to select tables to export to Excel.
Exporting Grade Data to EduCat

After you’ve polled your students in class, your polling data will appear in i>grader, the i>clicker gradebook application. i>grader gives you access to all student polling information collected by i>clicker. With it, you can view students’ points, adjust scores, delete questions, synchronize late registrations (via integrate), and export/upload your polling data back into your LMS gradebook.

To upload i>clicker scores into your EduCat gradebook:

1. Open your i>clicker course folder, locate and launch i>grader, and select your course.

   ![i>grader icon]

2. The i>grader Home window appears, and displays your student names and scores.

   ![i>grader Home screen]

   ✚ TIP: Make sure the correct LMS (Moodle) is listed next to Output formatted for. You can amend your LMS selection in i>clicker’s My Settings.

3. Click the Export button.

4. The Select session to be exported window appears. Select the session(s) you wish to export and click Export.

   ✚ TIP: You may re-export grades for the same session(s) into your LMS gradebook.

   The new scores will simply replace the older scores you imported unless you manually made changes to individual student scores within the LMS. Most manual changes you made (to individual students) within the LMS will not be changed by new data uploads from i>clicker/integrate. See the Troubleshooting section for information on how i>clicker integrate handles conflicting scores for the same session(s).

5. The Export Complete window appears indicating that i>grader has successfully exported your student data. Click OK.
6. The Confirm Upload window appears. Click Yes to upload your data to EduCat.

7. The i>clicker integrate window will open automatically. If you previously selected the auto-login option, you will be automatically connected to your LMS account. If you did not select auto-login, you will be prompted to enter your LMS credentials. Enter your EduCat username and password. Click Log In.

8. Once you’ve successfully logged into EduCat, you will be prompted to select your course. Select the relevant course or section from the drop-down list and click Export Scores.

9. Your i>clicker polling scores will upload directly into your LMS course. You will receive a confirmation message when the upload is complete. Click OK to dismiss this window.

   **NOTE:** The scores will be uploaded into your LMS Gradebook as numeric quiz grades in the i>clicker polling data category. You will be able to edit individual student i>clicker scores within EduCat after you’ve uploaded the data.

10. Repeat steps 1-9 for every course for which you are using i>clicker.
Reviewing i>clicker Scores in EduCat

Once you have uploaded your i>clicker polling data to your EduCat course, you can review the scores within the EduCat Gradebook.

To view uploaded i>clicker scores in your EduCat Gradebook:

1. Log in to EduCat, and select the course for which you wish to view your updated gradebook.
2. Click on Grades in the Settings block under Course administration.
3. The Grader report page will open with your newly imported i>clicker scores. The session scores will appear as numeric scores under the category name i>clicker polling scores and may be edited like any other scores within EduCat.
Searching for Student Data

The Search Students option allows you to locate student information by searching for their name, student ID, remote ID, course average, or course total. After locating specific student data, you can export the data as a .CSV file.

To search for student data:

1. Click the Search button from the i>grader Home Page.
2. In the Search Students window enter a student name, student ID, remote ID, course average, or course total in the Search field and click Search.
3. The search results appear. To clear the results click Clear.

4. Click Export to export the filtered results as .CSV file. The exported .CSV file saves to your course folder (e.g., iclicker Win\Classes\Physics-101-001 or i>clicker Mac:Classes:Physics-101-001).
5 Additional Support
System Requirements

Before starting, make sure that your computer system meets or exceeds the following i>clicker system requirements.

Windows Requirements:

- Windows XP, Windows Vista, or Windows 7 operating system (32- or 64-bit)
- 500MHz Pentium (or faster) processor
- 256MB RAM (or larger) recommended
- One available USB 2.0 port
- Minimum screen resolution of 1024 x 600 pixels

Macintosh Requirements:

- Mac OS X version 10.5 or higher
- 500MHz G4 (or faster) processor
- 256MB RAM (or larger) recommended
- One available USB 2.0 port
- Minimum screen resolution of 1024 x 600 pixels

In addition to these computer requirements, a projection system is highly recommended for presentation purposes.

Frequently Asked Questions

Please visit our support page at iclicker.com for a continually updating FAQs information.
Converting from i>clicker 5.3 or Earlier

With i>clicker version 6.3, you do not have to make a separate copy of the MyCoursePC and MyCourseMac folders for each course/section in which you are using i>clicker. Follow the instructions below if you are upgrading to i>clicker version 6.3 from i>clicker 5.3 or earlier.

To upgrade to i>clicker version 6.3 from i>clicker 5.3 or earlier:

1. Download and install the i>clicker version 6.3 software (see Download and Update the i>clicker Software). An iclicker Win or iclicker Mac folder is added to your hard drive or flash drive.

2. Locate the MyCoursePC or MyCourseMac folders that contain your i>clicker 5.3 or earlier course data. (You may have changed the name of the folder to match your course title.) Copy and paste (or drag-and-drop) your MyCoursePC or MyCourseMac folders into the Classes folder within your new iclicker Win or iclicker Mac folder. (If you have more than one i>clicker course, copy the folders for each of your courses into the Classes folder.)

3. Within the iclicker Win or iclicker Mac folder, double-click the i>clicker icon. Your older course folders will appear in the Welcome to i>clicker screen. Select your course and click Choose.
Contact Us

If you have questions about i>clicker hardware or software, please contact the CITE at 227-2483 or email cite@nmu.edu.

If you have a technical problem outside the hours of CITE operation, you may try:

i>clicker Technical Support

9am – 11pm EST, M – F
support@iclicker.com
866-209-5698