

USING I>CLICKERS IN YOUR CLASS

WHAT YOU'LL NEED:

1. Flash drive with:
 - a. The i>Clicker software (download latest version from www.iclicker.com or get v.5.5 off the G:Class drive look in the folder called "*Sarah_Phinney*".)
 - b. Your course created and saved (see "How to Create Your Course")
 - c. If recording votes, your roster created and saved (see "How to Create Your Roster")
2. Enough clickers for all of your students and one blue one for you
3. The i>Clicker Base Unit with USB cable

HOW TO CREATE YOUR COURSE (YOU CAN DO THIS IN YOUR OFFICE.):

1. With the flash drive inserted, double-click the **iclicker Win** folder
2. Double-click the the **i>Clicker icon**
3. Click the "**Add Course**" button
4. Enter "**Course Name**" (optional **Course Number** and **Section Number**)
5. Click the "**Create**" button
6. Repeat for all your courses

HOW TO CREATE YOUR ROSTER (YOU CAN DO THIS IN YOUR OFFICE.):

1. Download your class roster to Excel from Banner
2. Delete all columns except Last Name and First Name
3. Delete the first row across
4. Enter something in the column to the right of the First Name column, that will be a unique ID for each student. Try to keep it simple, like first initial last name. All students will see this unique ID during in-class "Roll Call". (Note: If you're using Web registration as opposed to in class "Roll Call" you can use the college assigned Student ID. Read how to conduct Web registration in the i>Clicker "User Guide")
5. Choose **Save As >> Other Format >> CSV (Comma delimited)**
6. Click all the OKs and Yes buttons
7. Close Excel
8. Open **Notepad**
9. **Drag and drop** your CSV file into it
10. Click **File >> Save As**
11. Save into the **iClicker Win\Classes\CourseName** folder
12. Click on the existing file called **Roster.txt** and click **Save**. It will ask if you want to replace the file. Say "Yes".

GETTING SET UP IN CLASS:

1. Login to the classroom instructor computer
2. Pass out the clickers while computer is booting up
3. Plug the base unit into a free USB port on the instructor computer
4. Wait for the computer to recognize the unit (Unit will say "i>clicker System USB Base")
5. Plug your flash drive into the back of the base unit
6. Wait for auto-play to ask you what to do, and choose **Open Folder**
7. If that doesn't appear, double-click **My Computer**
8. Double-click the **flash** drive
9. Double click the **iClicker Win** folder
10. Double-click the **i>Clicker icon**
11. Choose the appropriate course

ACTIVATE THE INSTRUCTOR REMOTE:

1. If you want to use the blue clicker as a remote to control your PowerPoint, and the i>Clicker software from anywhere in the room, then you need to activate/register your instructor remote at this point
2. Turn on the blue remote
3. Assuming you've completed steps 1-11 above
4. Choose "**Settings and Preferences**" button
5. Enter the **ID number** of the remote, in the "**Instructor's Remote ID**" box in the **General** section
6. Click "**Set for Session**" and "**OK**"

START YOUR SESSION:

1. Click the **Start Session** button
2. Move the toolbar wherever you want on your desktop

REGISTERING THE REMOTES:

1. If you're using a circulating set of student remotes and if you'll be recording student responses, then you'll need to register the remotes in class.
2. Tell students to turn on their remotes
3. Click the "**Options**" button on the iClicker toolbar (the arrow button)
4. Click "**Loan/Register Clickers**"
5. Click the **Roll Call** button
6. Tell students to click the letter that corresponds to the letter next to their name, and they'll see a letter appear in the second column next to their name. When they do they must click that second letter.
7. NOTE: You can control the scrolling speed in the upper right corner.
8. NOTE: If students clicked the wrong letter, they need to click D twice to clear it.

ASKING QUESTIONS:

1. If you wish to have a meaningful record of the questions and responses, there will need to be a computer screen shot that shows the question and possible answers.
2. Two simple ways to ask questions:
 - a. If you're lecturing from a PowerPoint slideshow, intersperse slides with the questions and possible answers at appropriate locations.
 - b. Use the "Question on the Fly" option

3. Using questions embedded into a PowerPoint Presentation:

- a. When you get to a slide with a question, click the "**Start**" button on the i>Clicker toolbar and ask your students to submit their response
- b. A timer will appear and will start counting up. (If you prefer to count back from a predetermined time, you'll want to change this setting under "Settings and Preferences" in the first screen after you have selected your course.)
- c. When you want to end polling, click the "**Stop**" button in the i>Clicker toolbar
- d. You'll see the word "**DONE**" along with the total number of responses recorded.
- e. On the "base unit" you'll see some numbers such as:

0:42	20			
30	50	10	10	0

Timer	# of votes cast			
%A	%B	%C	%D	%E

- f. Click "**Display**" to see a graph showing how people responded (no names shown)

4. Asking a "Question on the Fly"

- a. Click the "**Options**" button on the toolbar
- b. Click "**Question on the Fly**"
- c. Enter your **Question Title**
- d. Enter the question followed by the possible answers (Be sure and precede each choice with A,B,C,D,E)
- e. Enter the correct letter into the correct answer box, it will be displayed only as an asterisk so students can't see the answer.
- f. Click the "**Start**" button on the toolbar to accept responses
- g. Click the "**Stop**" button when done
- h. Click "**Display**" to see the results of voting

5. Anonymous Question Polling

- a. Click the "**Options**" button in the toolbar
- b. Choose "**Anonymous Question**"
- c. Notice: the "**Start**" button has an *asterisk next to it so you're reminded it is ready for an anonymous poll
- d. At this point, you could use the "**Question on the Fly**" to compose your question.
- e. When you're ready for responses click the "**Start**" button

- f. Click "**Stop**" when done
- g. Click "**Display**" to see results.

STUDENT RESPONSES

- Can students change their answer? Yes, they just keep entering a response until you stop the polling. Their last response is the one that is kept.
- How does a student know their response was received. Their clicker "Vote Status" light blinks green once. Red light blinking (blinks 3 times) on "Vote Status" indicates that their response was not received.

STOPPING I>CLICKER

1. Click the tiny **X** in the upper right of the i>Clicker toolbar
2. It will ask if you are sure you want to stop
3. Choose "**Yes**"

VISUALLY IMPAIRED STUDENTS

- Vibrating clickers and Braille stickers are available.
- I recommend contacting your i>Clicker representative, to see about getting vibrating clickers and/or have them send you the stickers to place on the existing remotes.
- Without the stickers, inform students to orient the clicker with the fatter side on the left. From top to bottom the buttons are A-E, and the bottom button is the on/off button.
- Talk to DRC to see if they can purchase some accessible clickers.
- If students are purchasing on their own, make sure bookstore stocks some accessible clickers.

VIEWING REPORTS

1. After the class session, when you want to see the results of all the class questioning, make sure you have the i>Clicker flash drive inserted into your computer.
2. Open the **iClicker Win** folder and double-click on **i>Grader**.
3. Select your **course and session**
4. The first column is either displayed as ID or Last Name. Change between the two using the drop-down menu above the column.
5. An "**Ab**" marked for any student under the session date, means that student did not vote on any question and so is assumed absent. You can use this if you track attendance. Make sure students know they must respond to at least one question during class to not be marked absent (Be aware that, although rare, malfunctions can happen. A student may not correctly register the clicker under their name; the clicker may malfunction; etc.)
6. If you did not set the point value for your questions before your session, or you want to make changes to it or to the participation grading for that session, click the "**Set Scores**" button under the session you are concerned about.
7. Yellow boxes signal a setting that you can change.

8. You can view the question screen shot for each question.
9. You can cycle through each question.
10. You can delete questions.
11. When finished making your adjustments click "**Set and Close**"
12. If you want to see a roster showing all students' responses to all questions, click "**Run/Update HTML Reports**"
13. Choose what student information to show. Usually this is just for you to see so students Last Name and First Names is probably what you want.
14. Click **Submit**
15. Click "**Student Voting Data**" to see the roster and scores.
16. "**Cumulative Student Scores**" shows how your students have done over all the sessions where you've used i>Clicker.
17. The "**Term/Session Summary and Review**" is a report that could be suitable for sharing with the class. No personal data is revealed, but it shows the questions from that session and how the class responded overall, along with the correct response. It's also useful for you to see what concepts you may want to review.