

i>clicker Quick Start Guide

(MAC APPLICATION)

VERSION: i>clicker V1.2.2 / i>grader V1.2.2

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Using i>clicker: How to Poll Your Students in Class

1 | Connect the i>clicker receiver to your computer through the USB port. Your computer will tell you that it has recognized new hardware and inform you when it is ready to use it (this takes a few seconds).

2 | Place your i>clicker flash drive in the USB slot on the back of the receiver. (Your flash drive should arrive with your shipment of the i>clicker receiver. If not, contact us at support@iclicker.com to request a flash drive.)

3 | Locate and double-click on the flash drive (located on the Desktop.)

4 | The flash drive will contain folders called MyCoursePC and MyCourseMac. These folders contain course templates and application software for PC and Mac users respectively. Make a copy of the appropriate MyCourse folder for **each class or section** for which you are using i>clicker and rename each new folder with the name (or section) of the course. To copy, right-click (control-click) on the MyCourseMac folder and select duplicate (or highlight the MyCourseMac folder, hold down your Apple key and press D). This will make a copy of the MyCourseMac folder ("MyCourseMac Copy"). Rename the folder with your course/section name. If you were teaching two sections of Physics, for example, your flash drive might look like this:



5 | Double-click on the folder for the course/section in which you are about to use i>clicker and you will see the following:



TIP: There will be periodic updates to the software, which you can access by clicking on WebUpdate in your course folder.

6 | Double-click the i>clicker icon to start the i>clicker application and you will be taken to the Welcome Screen. There are three options: Start Session, Your Settings and Preferences, and Resume Last Session. Select Start Session.



7 | A floating bar menu will appear in the top left corner of your computer desktop, indicating i>clicker is active. You must select a presentation software (such as Word, PowerPoint, Excel, etc.) to use in conjunction with i>clicker.

TIP: Always advise your students to turn their clickers on at the beginning of class.

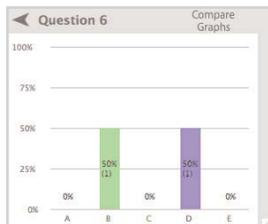
8 | Select the Start button on the menu bar when ready to ask students a question. A timer will appear on the menu bar, indicating that polling is active. On the right-hand side of the menu bar, a counter will display how many responses have been received.



9 | Click on the Stop button on the menu bar when sufficient time has elapsed. i>clicker will no longer receive votes. Note: If your students vote before you've clicked Start (or after you've clicked Stop), the Vote Status light on their remotes will flash red three times, indicating their votes were not received.

10 | You can click on the DISPLAY button at any time on the i>clicker menu bar to see a graph of your students' responses for the current question.

The graph displays both the percentage and number of votes for each choice. You can resize the graph by dragging the lower right corner of the graph window. To stop displaying, click on the same DISPLAY button (which now reads HIDE) to minimize the graph.



The LCD display on your base will also display the voting results. Information is updated every second and includes the timer (on the left), the total vote count (on the right), and the distribution (by percentage) of votes across the 5 choices.

TIP: You may display two graphs (the current graph and any previous graphs) one on top of the other by clicking on Compare Graphs in the title bar of the graph window. Then use the arrows to select the graphs you want to compare.

TIP: You can designate one answer in the graph as correct by pointing your mouse to and clicking on the correct letter that appears when you mouse-over the graph. This will change your selected bar (i.e. the answer you've designated as correct) to green and the remaining bars to red to clearly delineate the question's 'correct' answer.

11 | Repeat the above steps for each question you ask in class. When your class is over, simply click on the small x at the top right corner of the menu bar to close i>clicker.

2

Designating an Instructor's Remote

You can program one of your remotes for your own use as an "instructor's remote." This enables you to control polling, as well as your presentation, without having to stand near your computer. To do this, go into Settings and Preferences from the i>clicker Welcome screen. On the first page under "Instructor's Remote," enter the remote ID (located on the bottom of your remote) and click

either "Set for Session" or "Set for Term". You will be taken back to the opening screen. Click Start Session. Your instructor's remote is now active.

- A = Start/Stop Polling**
- B = Hide/Display Graph**
- C = Move slide forward**
- D = Move slide backward**
- E = Toggle to show the right answer**

3

Registering Your Students: How To Give Your Students Credit

To give credit to your students for class participation and/or performance, you will need to:

1 | Create a text file called Roster.txt in your class folder. This file should have one line for each student in your class, with each line containing the student's last name (comma) first name (comma) student ID. For example, your roster.txt document might look like this:

```
Stelzer,Tim, StelzerT321
Selen, Mats,SelenM129
Altier,Renee, AltierR415
```

2 | Associate each student's ID or name with the unique serial number on their i>clicker remote (i.e. Registration).

3 | Decide on the grading details for each session of your class (see section on i>grader).

There are two ways to register your students: in-class, "roll call" and "online."

In Class (or "Roll Call") Registration:

To use Roll Call, your computer screen needs to be projected so all students can easily see it.

- Click on the Loan/Register button on the i>clicker menu bar. A Roll Call button will appear.
- Select Roll Call. Your pre-loaded class roster will begin scrolling. Detailed instructions for your students are included on screen. (See the complete User's Guide, for more detailed information)

Web (or "Online") Registration:

To use Web registration, direct your students

www.iclicker.com/registration. A student should follow these steps to register his/her remote:

- Enter his/her first name and last name.
- Enter his/her student ID (exactly the same as it appears in your roster).
- Enter his/her i>clicker remote ID (found on the back of the remote).
- Enter the security code that appears on the screen and click submit.
- After a student's information is saved on the server, he/she will see an on-screen message confirming that registration was successful. The student's ID is now tied to his/her unique i>clicker remote ID.

Synchronizing Web Registrations:

If you encouraged the unregistered students to register through Web registration, you must now update your local i>grader database by clicking on the Synchronize Web Registrations button (shown on the i>grader opening screen below).



Your list of registered students is updated using the information from the Web server. A software feature will alert you to any discrepancies between your roster and the web registrations.

TIP: If a student has not voted with his/her i>clicker remote, his/her individual online registration will not synchronize with your i>grader application. The student must vote at least once in class.

TIP: You can manually register a student or loan a clicker (for one class only). See the User's Guide for details.

Using i>grader after class: Assigning Credit for Sessions and Questions

Close i>clicker. In the appropriate class folder on your flash drive, double-click the i>grader icon.



The i>grader application will open and you will see a screen similar to this one:



A list of class participants (i.e. your students who have voted to date) will display in the left-most column, and a list of lectures will display in the top row. If some of your students have not yet registered, their recorded votes will be stored with their i-clicker remote serial ID. Once registered, they will appear with the Student's ID.

From this main page, you can Edit Student data (edit a student ID/remote ID), Edit Session Data (edit session titles or delete sessions), and Set Session Scores (assign credit and establish points for polling sessions.)

Editing a Student: This feature allows you to edit a student ID/remote ID association. Locate and click on the underlined student ID from the main i>grader screen. A pop-up window will appear that will allow you to edit the remote ID associated with that student.

