

i>Clicker Quick Start Guide for Faculty – Highland Community College

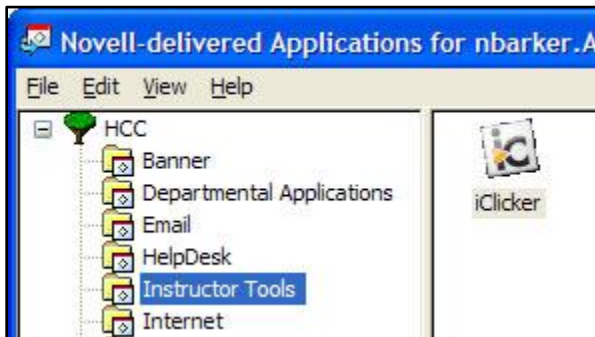
Setting up i>Clicker

Reserve a set of Clickers for your classroom by emailing [Instructional Technology](#). Prior reservation allows us to create your course in the i>Clicker software and add your student list. All you have to do is have the students register their Clicker on the first day of use.

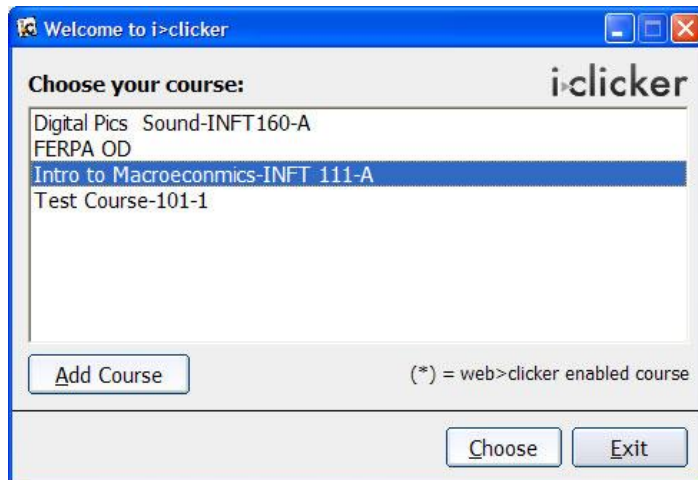
1. Connect the base to the USB port on the instructor computer.



2. Double-click on the i>Clicker icon in the NAL window.



3. Choose Your Course from the Course List



4. Choose Start Session from the Main Menu screen.



Polling Students

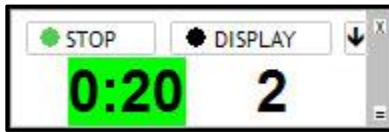
1. The toolbar opens and floats at a corner of your screen. You can reposition the toolbar anywhere on your desktop.



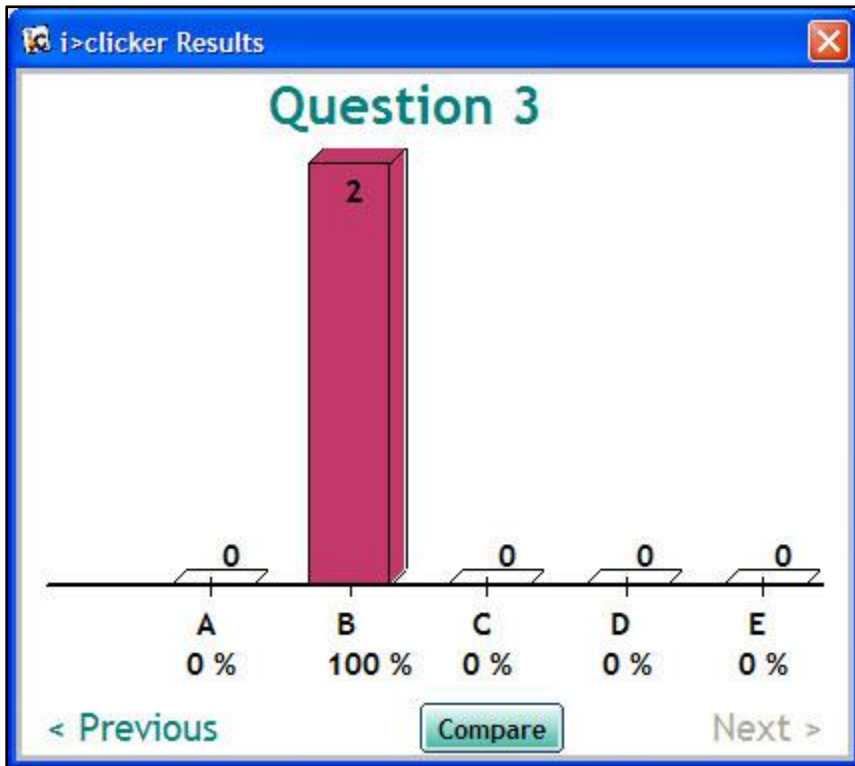
2. When you're ready to pose a question, advise your students to turn on their clickers, present the question and answer choices (either with PowerPoint or Word), and click START on the toolbar.
3. The START button toggles to become a STOP button and the toolbar expands to show a timer and vote counter when polling is active.

TIP: Be sure the application used to display the question is the active application when you start polling. Each time polling begins, i>Clicker captures a screenshot of the active window and stores it along with polling results for later review in iGrader.

- To stop polling, click the toolbar STOP button and i>Clicker will no longer accept votes.



- If desired, use the DISPLAY button on the toolbar to show a graph of the class responses.



Designating an Instructor's Remote

- You can assign one of your remotes to serve as the Instructor's Remote to control polling functions from anywhere in the room.
- Navigate to the Settings and Preferences from either the Main Menu screen or the toolbar Options menu button.
- From the General settings tab, enter your clicker's remote ID in the Dedicated Instructor's Remote field. The remote ID is the 8-character alphanumeric code printed on the back of the remote, below the barcode.
- Click either the **Set for Session** or **Set for Term** button.

Registering Your Students – Roll Call Registration

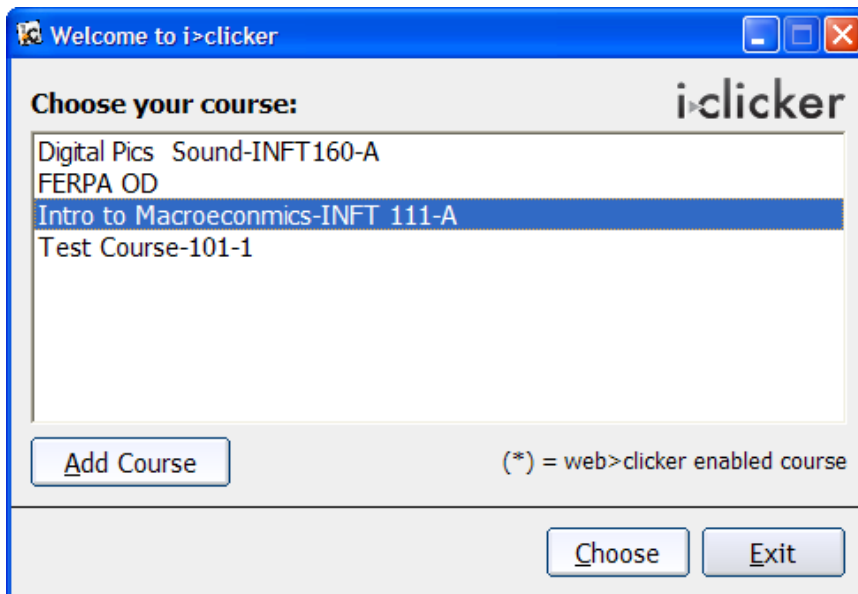
Although i>Clicker registration is not required, it's highly recommended. When students are registered with the system, you can assign credit for participation and/or correct answers, further motivating student involvement. If you use a course management system (CMS), you can integrate i>Clicker. Instructional Technology will load your course list (exported from Moodle) into the i>Clicker software.

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

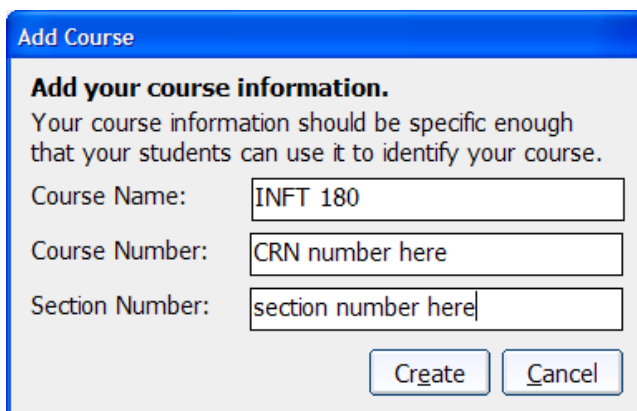
1. Launch i>Clicker and click **Start Session**.
2. Click the options button on the floating toolbar (down-arrow) and select Loan/Register Clickers from the menu.
3. Click the Roll Call button in the displayed window. The Roll Call screen will appear with a scrolling list of names from the class roster file.
4. When names scroll into the central blue area, letters appear in the first column of boxes. Instruct students to press the letter on their i>Clicker that corresponds to the letter next to their name. Once they've entered the first letter, a new letter appears in the second column. They must also enter that letter to confirm the registration.

Create a Clicker Course

1. Double-click the iClicker icon in the NAL window
2. Choose Add Course



3. Add information in the three required fields.

A screenshot of a dialog box titled "Add Course". The dialog has a blue title bar. The main text reads "Add your course information." followed by "Your course information should be specific enough that your students can use it to identify your course." Below this text are three input fields: "Course Name:" with the text "INFT 180", "Course Number:" with the text "CRN number here", and "Section Number:" with the text "section number here". At the bottom of the dialog are two buttons: "Create" and "Cancel".

Load Class List

1. Three fields are need for each course list: First Name, Last Name, email address
2. Export gradebook from Moodle as Excel format
3. Eliminate all columns except the three listed above
4. Save as a csv file (comma delimited) and it must be named Roster.txt
5. Double-click on the X drive in My Computer
6. Double-click the iClicker icon and double-click the Classes folder
7. Add the roster file here