i>clicker v.6.4
User Guide

December 2013

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Introduction to i>clicker Version 6.4

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, self-paced polling, and polling with i>clicker GO. Now i>clicker v6.4 adds support for i>clicker GO site licenses and other enhancements. 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, visit iclicker.com.

To schedule live training, visit iclicker.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.
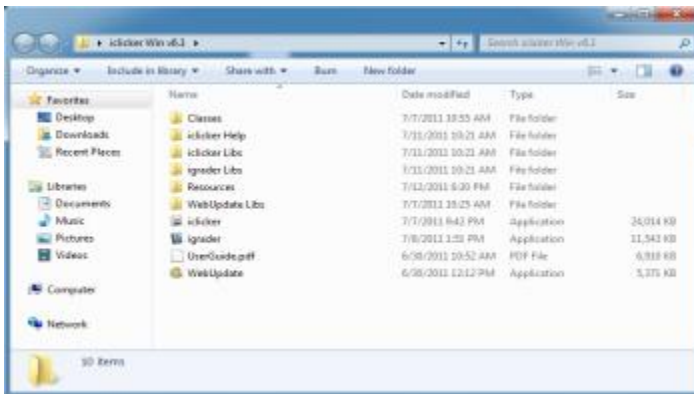
iclicker Windows Folder
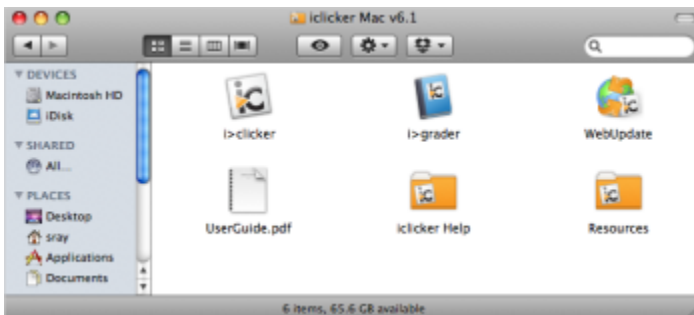
iclicker Macintosh Folder

Download the i>clicker Software (Optional)

The i>clicker software is provided on a flash drive as part of your instructor kit. If you don't have the i>clicker software, you may download the latest version free of charge from the i>clicker web site.

To download the i>clicker software:

1. Go to iclicker.com.

2. In the top navigation, select **Support** and locate the product download page.

3. From the *Downloads* page, click either the **Windows** or **Macintosh** option for the latest version of i>clicker.

4. The i>clicker software will be downloaded to your hard drive as a ZIP file. Navigate to the location on your hard drive to which the file was saved and extract the ZIP file. Locate the *iclicker Win* or *iclicker Mac* folder. The i>clicker application files are located within this folder. No additional installation is needed. (Optional) You may now copy the *iclicker Win* or *iclicker Mac* folder to a flash drive or network drive.

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.

2. If you are running i>clicker from a flash drive, connect the i>clicker flash drive to the USB port on the back of the i>clicker receiver.

📄 **NOTE:** If you receive a message indicating that you have plugged a high-speed USB device into a non high-speed USB port, it is recommended that you plug the flash drive into a USB port on your computer or copy the *iclicker Win* or *iclicker Mac* folder to your computer hard drive. Doing so will improve the overall performance of the i>clicker software.

3. Double-click the **flash drive** icon that appears on your desktop. The i>clicker flash drive contains two folders: *iclicker Win* and *iclicker Mac*. These folders contain the software for PC and Mac users respectively.

📄 **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.

📄 **NOTE:** The i>clicker Gen1 (black) receiver includes a USB 1.0 port. If you are running i>clicker v6.2+, it is recommended that you plug your i>clicker flash drives directly into your computer's USB port instead of plugging into the USB port on the Gen1 receiver. Plugging into your computer USB port will provide optimum performance. The i>clicker Gen2 (white) receiver includes a USB 2.0 port. If you are using the white base, you may plug your i>clicker v6.x flash drive into either the computer USB port or the USB port on the white base.

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

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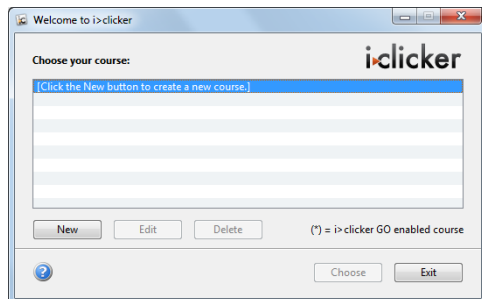
   Welcome to i>clicker / Choose your course window

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.
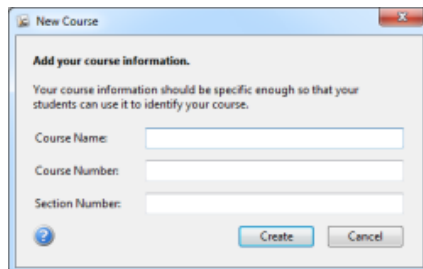
   New Course window

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

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

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.
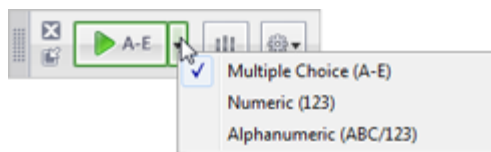
Toolbar with question type menu expanded

   📒 **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.
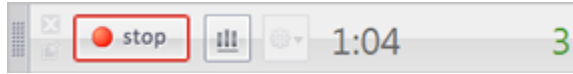
Active i>clicker Session Toolbar

📒 **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.
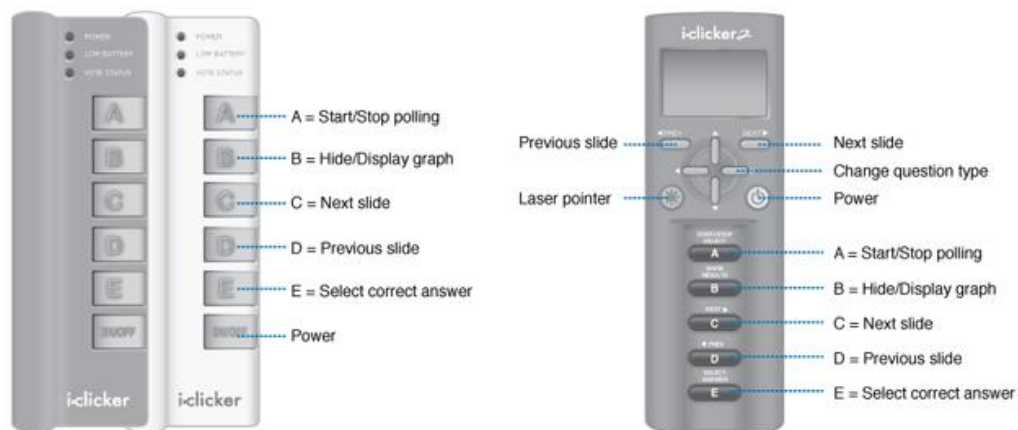
Instructor remote button functions for i>clicker 1 and i>clicker 2 models

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.
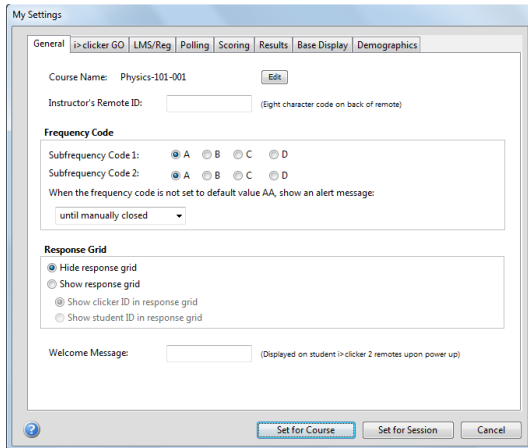
General settings tab in My Settings window

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.
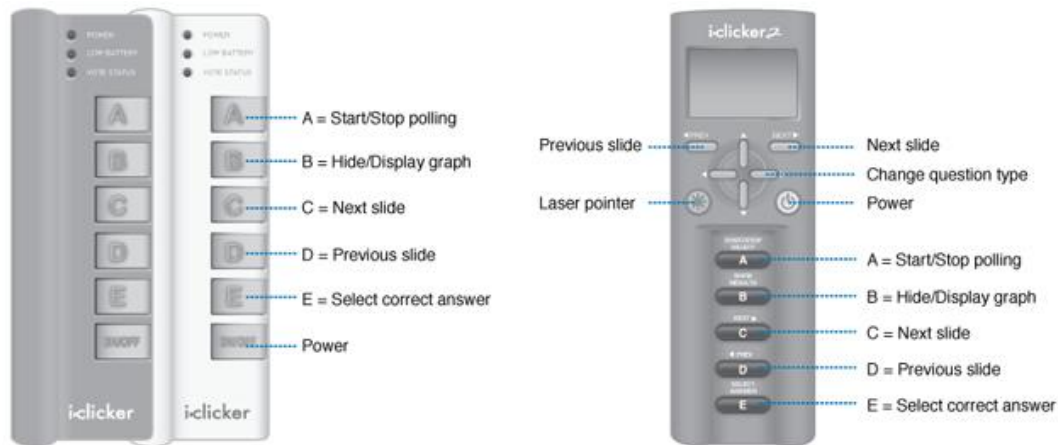
Instructor remote button functions for i>clicker 1 and i>clicker 2 models

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>clicker becomes the "active" program, click the presentation screen to make the presentation the "active" application again.

Frequency Code

The i>clicker 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>clicker, you should not modify this frequency. However, if someone else is using i>clicker in close proximity, one of you will want to use a different channel.

💡 **TIP:** If you know you will be using i>clicker near another instructor using i>clicker for the term, we recommend you set your default frequency for the entire term. If i>clicker 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>clicker 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>clicker 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>clicker 2 users: the i>clicker 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>clicker will remember the frequency from your class.

To change the remote frequency using the standard i>clicker remote:

1. Press and hold the **On/Off** (power) button on the i>clicker 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>clicker 2 remote:

1. Press and hold the **On/Off** (power) button on the i>clicker 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.
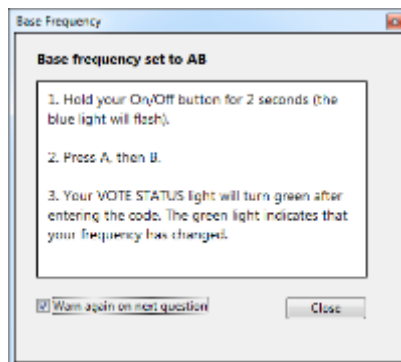
Base frequency window indicating frequency change to AB

i>clicker 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.

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. A hard-wired Ethernet Internet connection should be used to run an i>clicker GO session.

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

IMPORTANT: Any pre-existing web>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.
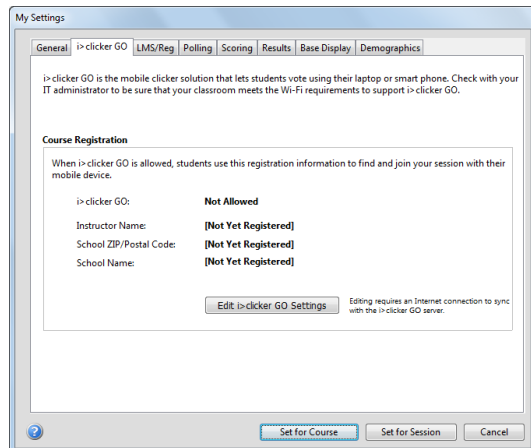
i>clicker GO settings tab in My Settings window

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 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@iclicker.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

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.

    NOTE: If your school has an i>clicker GO site license, you may be required to enter a license code to complete the registration 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.

i>clicker GO Site Licenses

An i>clicker GO site license allows students to use i>clicker GO without purchasing subscription time. Students are only covered by the site license when voting in courses associated with the site license school When registering your course at a site license school, you may be prompted to enter a 12-character license code to verify that you are an authorized instructor at that school. If you do not know our site license code, contact your school's technology administrator for assistance.

NOTE: Site license codes only contain letters and numbers. Do not include spaces, punctuation, or symbols in the entry fields.

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.
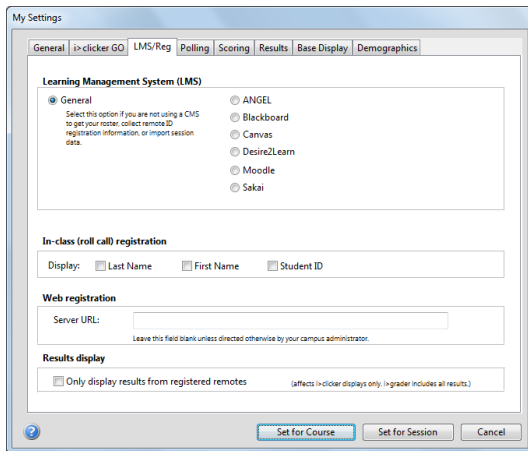
LMS/Registration tab in the My Settings window

Learning Management System

If you plan to record i>clicker grades in your institution's learning management system, select the LMS platform here. 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.

i>clicker includes support for ANGEL, Blackboard (v6 or newer, Campus Edition, and Vista), Canvas, Desire2Learn, Moodle, and Sakai. For additional help with LMS support, contact support@iclicker.com.

Detailed instructions for using i>clicker with each LMS are available from iclicker.com.

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.
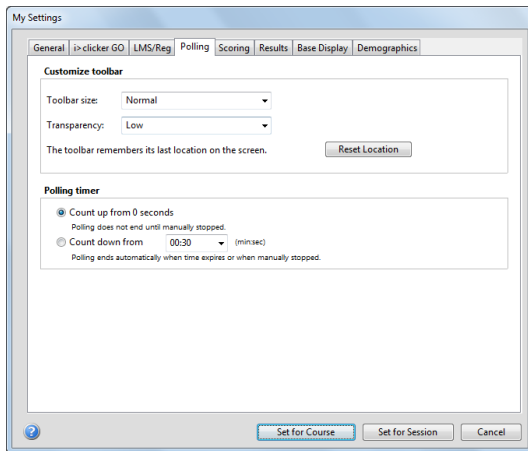
Polling tab in the My Settings window

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.
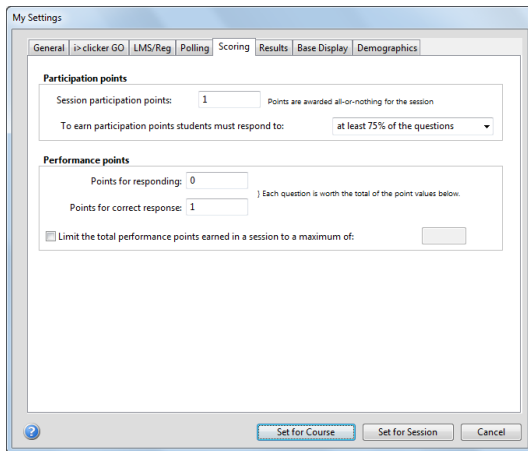
Scoring tab in My Settings window

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.
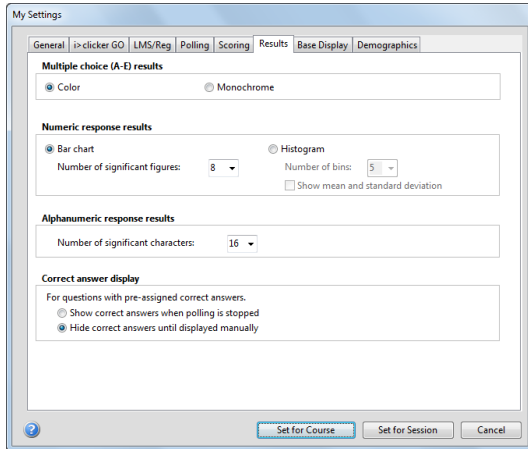
Results tab in My Settings window

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).
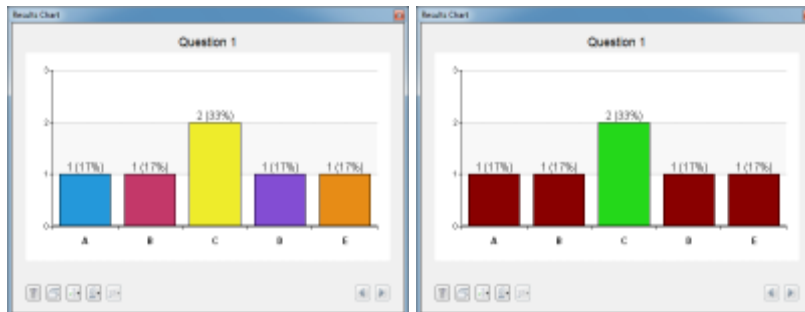
Results Chart with no correct answer selected and with a correct answer selected

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.
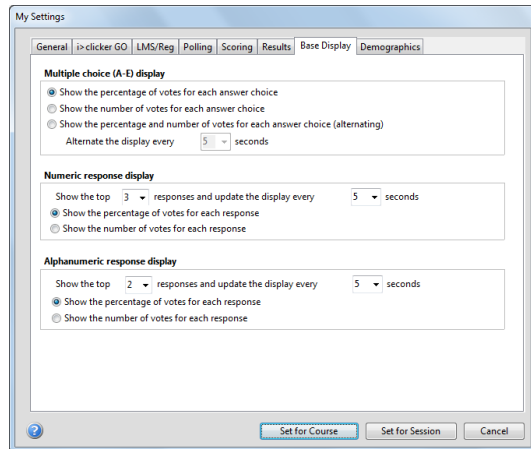
Base Display tab in My Settings window

Multiple Choice (A-E) Display

During polling, the i>clicker 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.
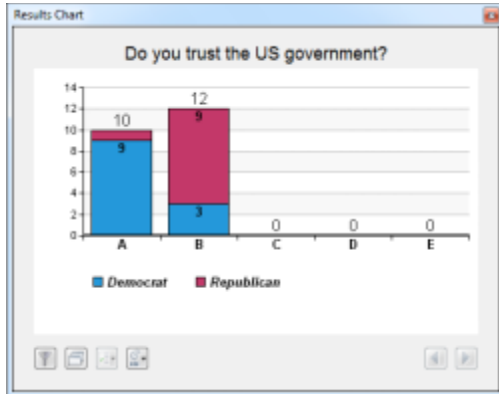
*Results Chart filtered by demographic data (political affiliation)*

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.**
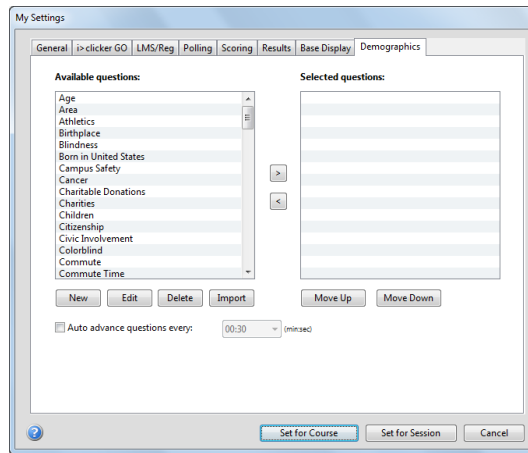
Demographics tab in the My Settings window

📓 **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.
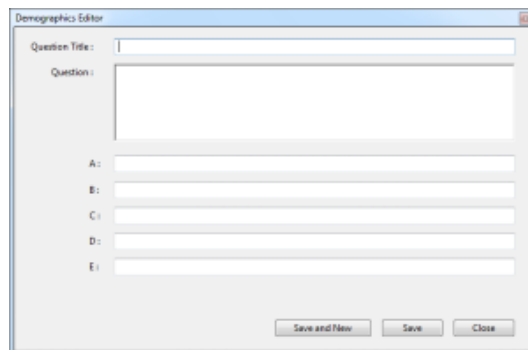
Create a new question in the Demographics Editor

📓 **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**.
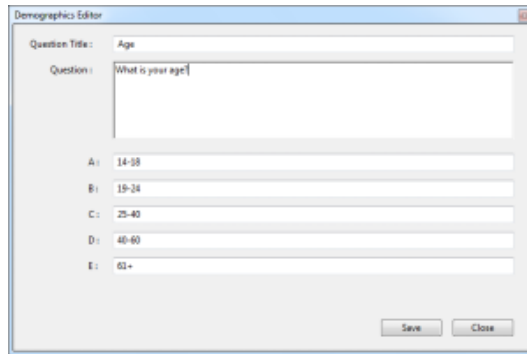
Edit a demographic question in the Demographics Editor

⚠ **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.

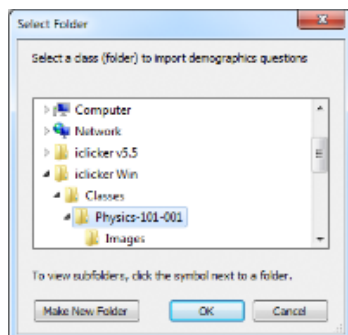**To delete a demographic question:**

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

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 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:** DO NOT use the following instructions for registering students if you are using i>clicker with a course management system (e.g., Blackboard). Go to iclicker.com and download the instructions for your specific CMS. i>clicker currently supports integrated registration for ANGEL, Blackboard (v6 or newer, Campus Edition, and Vista), Desire2Learn, Moodle, and Sakai.

Create a Course Roster

Associating or registering a student with his or her remote ID is required before a student can receive individual credit for voting in class. To register your students, you must first create a file containing student information in your course folder. If you are not planning to integrate voting data with your CMS system, you will create a text file named **Roster.txt**.

NOTE: Students can still vote with their i>clicker remotes before registering but until they've registered their remotes, their votes will be linked within i>grader to only the i>clicker remote ID.

The roster file must have one line for each student in your class, with each line containing the student's **Last Name**, **First Name**, and **Student ID**, separated by commas. The *Student ID* may be a college ID number, email alias, or any other easily readable text string—as long as it is guaranteed to be unique for each student. We recommend that you use an ID number or naming convention that you currently use (personally or as required by your institution) for easiest import of i>grader data into your course grade book.
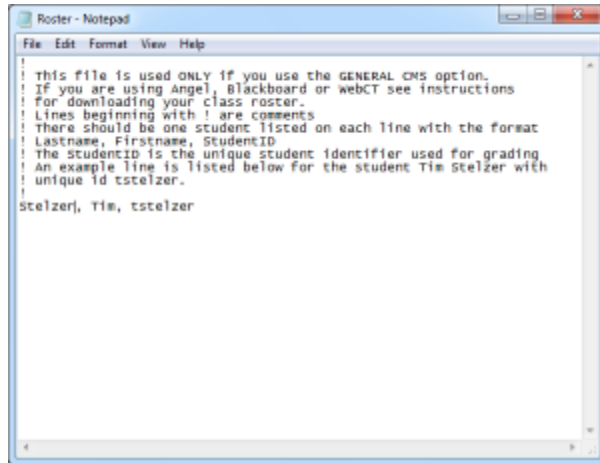
To create/edit a Roster.txt file:

1. From the *i>clicker Home Page* select the **Course** menu option and then **Open Roster**.

Open Roster menu option from i>clicker Home Page

2. The course roster file (*Roster.txt*) is opened in a word processor (e.g., Notepad, TextEdit, SimpleText).

3. Add the student information for each student in your class either by typing or copy and pasting it from an existing roster (in Excel or any other format) into your text editor. (e.g., Song, Patrick, psong).

4. Save the roster file as **Roster.txt**. the file must be saved in your course folder (within the *Classes* folder in your *iclicker Win* or *iclicker Mac* folder).

5. Follow steps 1-4 above for each section or course in which you are using i>clicker. An example *Roster.txt* file (shown below) is provided in your class folder.

Sample Roster.txt file in Notepad

💡 **TIP:** If you have your course roster in Excel format, you can avoid re-typing your entire roster. Make sure the columns in your roster follow the format in the example above (last name, first name, student ID) and that there is only one student per row. Then save the document as a .csv file, name it **Roster.csv**, and save it to your *iclicker Win\Classes\[course name]* or *iclicker Mac:Classes:[course name]* folder. Open your *iclicker Win\ Classes\[course name]* or *iclicker Mac:Classes:[course name]* folder. Delete or rename the **Roster.txt** file. Then rename the **Roster.csv** file to **Roster.txt**. Open the file and spot-check it to make sure it is formatted correctly.

Importing a course roster from your course management system (CMS)

Refer to the user guide for your specific CMS, which is located in the *User Guide* section of iclicker.com. Following the instructions provided for your specific CMS, save the CMS roster to your *iclicker Win\Classes\[course name]* or *iclicker Mac:Classes:[course name]* folder.

Registration Options

i>clicker offers you three straightforward registration options: a web option that can be done outside of class, an in-class option for your entire class, and a manual option for individual students. Minimal information is required of your students and all registration options are tied to your class roster. There are no site license or registration fees for the i>clicker software.

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

Web Registration (Option 1)

Online registration is recommended, especially for classes of fifty students or more. To register online, send your students to iclicker.com and have them navigate to the **Register Your Clicker** page.

iclicker.com registration screen showing Captcha Verification 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. If **Country** is not "United States," as selected by default, change country name in the drop-down list.

2. Enter their **First Name** and **Last Name** in the appropriate fields.

3. Enter their **Student ID**. This student ID must match the one that is in your *Roster.txt* file or your CMS roster file.

4. Enter their **Remote ID**. The remote ID is the 8-character alphanumeric code printed below the barcode on the back of their remote.
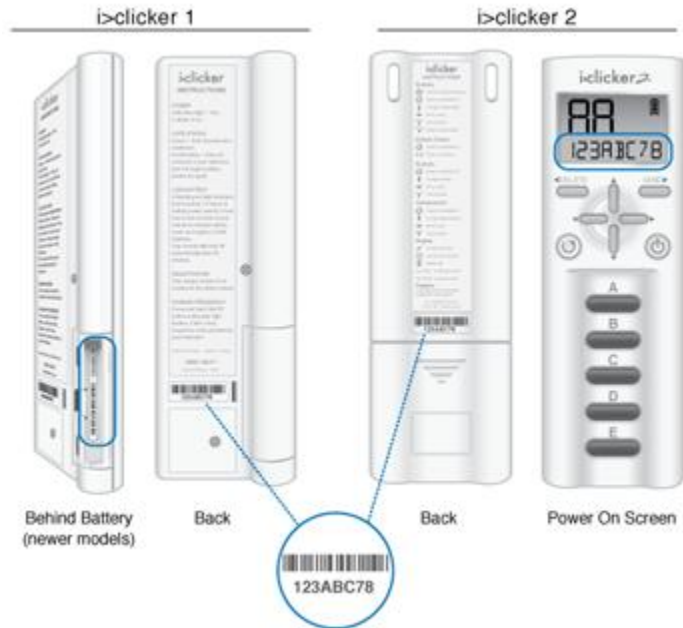
The remote ID location on both i>clicker 1 and i>clicker 2 models

5. 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.

6. 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 on the web once. If a student makes a registration mistake they can simply register a second time.

In-Class/Roll Call Registration (Option 2)

This registration option is only recommended for small classes with fewer than 50 students. The two registration options (Web and Roll Call) can also be used in combination.

To use Roll Call Registration:

1. From the *i>clicker Home Page*, click the **Start Session** button to start a session.

2. The i>clicker *Session Toolbar* appears. Click the **Options** button ⚙️.

3. Select the **Roll Call Registration** menu option. The roll call window appears.
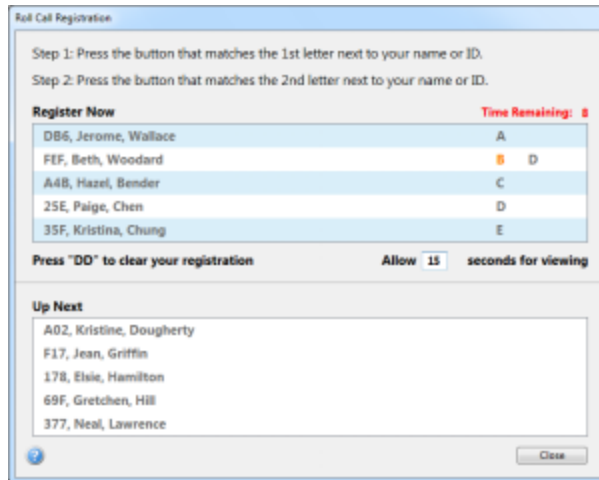
Roll Call Registration window

4. Instruct students to press the letters on their i>clicker remotes that correspond to the letters in the columns to the right of their names in the Register Now window. The letters must be pressed in left to right sequence.

5. When a remote is registered, the remote ID appears next to the students name/ID (e.g., Song, Patrick, 90B, **#1A081909B**).

6. When registration is complete, click **Close** to end the registration.

The registration window will continue cycling through the student names until all registrations are complete or you decide to close the registration window.

You can control the speed at which your students' names appear by changing the number in the *Allow __ seconds for viewing* option in the bottom right corner. You can also change the student information that displays on screen in the *My Settings*, *CMS/Registration* tab. (You must close the *Roll Call Registration* window before changing the student information.)

📒 **NOTE:** The student list will change to green and yellow five seconds before students names disappear. This gives students warning that a new batch of names is about to be displayed. It is best for students to wait until their names appear again rather than try to register when the screen is green and yellow.

💡 **TIP:** Students that accidentally register their clicker to the wrong name should press **DD** to clear the incorrect registration and restart their registration process.

In-Class "Individual" Registration (Option 3)

If only a few students need to register, an individual registration option is available. This registration process is typically used when new students join your class after you've already completed *Roll Call Registration*. Because this option is limited to registering a single student at a time, it is not recommended for registering a large number of students.

To register an individual remote:

1. From the *i>clicker Home Page*, click the **Loan Clicker** button or start a session and click the **Options** button 💿▾ and then the **Loan Clicker** menu option.

2. The *Loan Clicker* window opens.
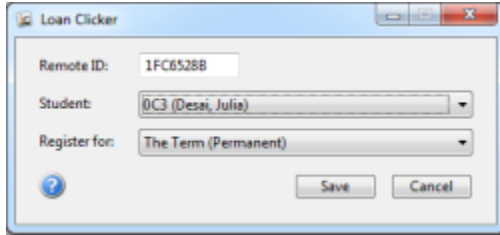
Loan Clicker window with Register for The Term (Permanent) selected

3. Enter the student's **Remote ID**, select the student name from the **Student** drop-down menu, and select **The Term (Permanent)** from the **Register for** drop-down menu.

4. Click **Save** to assign the remote ID to the selected student.

This registration process assigns the remote to the student for the duration of the course. In the example shown, remote ID **1FC6528B** is permanently assigned to **Julia Desai** with student ID **0C3**.

📒 **NOTE:** If you wish to loan a clicker to a student for one session only, start the session and select the **Loan Clickers** option from the **Options** button 💠 on the toolbar. Select **One Session (Loan)** from the **Register for** drop-down menu.

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* [icon] 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 [icon] on the *Session Toolbar* and then select the **Loan Clicker** menu option.

3. The *Loan Clicker* window appears.
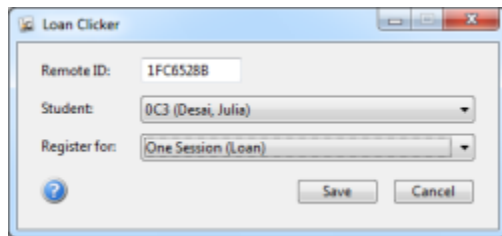
Loan Clicker window with Register for One Session (Loan) selected

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"?
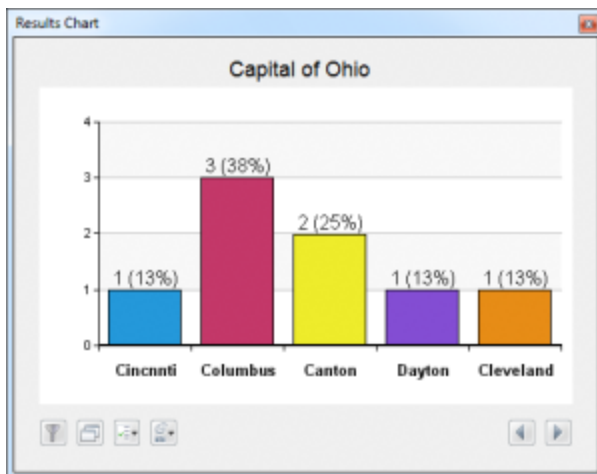

Sample Results Chart with chart labels

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).
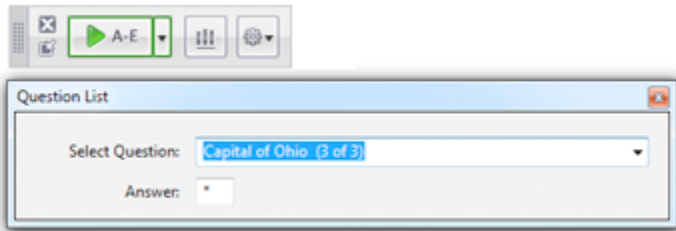
i>clicker Toolbar and Question List window

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

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).

Question List Editor showing multiple choice question type

📝 **NOTE:** The number of characters available in the text fields are limited and punctuation or special characters (e.g., @#$%&*) are not allowed in the *Question Title* or *Results Chart Labels* fields.
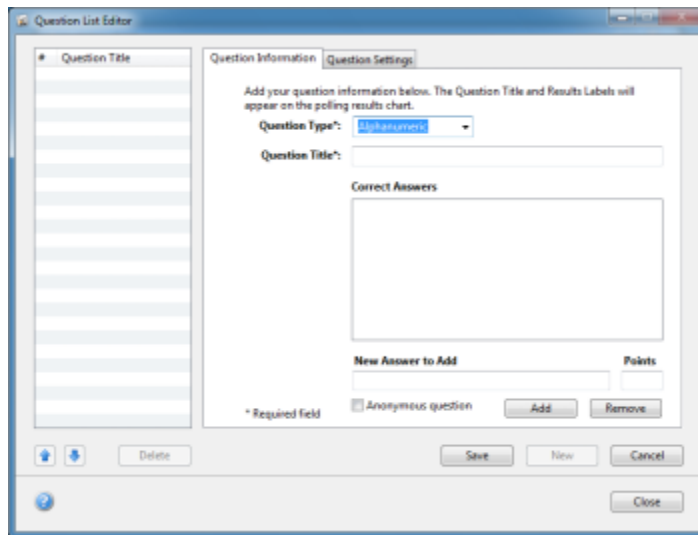
To create a numeric question:

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.

Question List Editor showing numeric question type

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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

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.
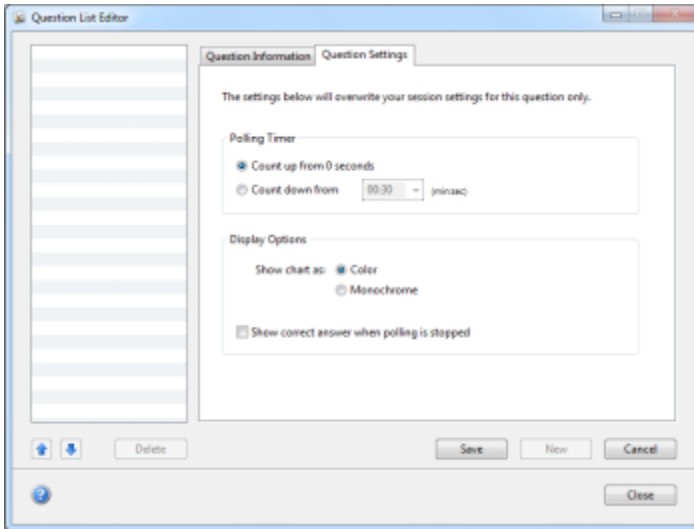
*Question List Editor showing Question Settings tab*

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.
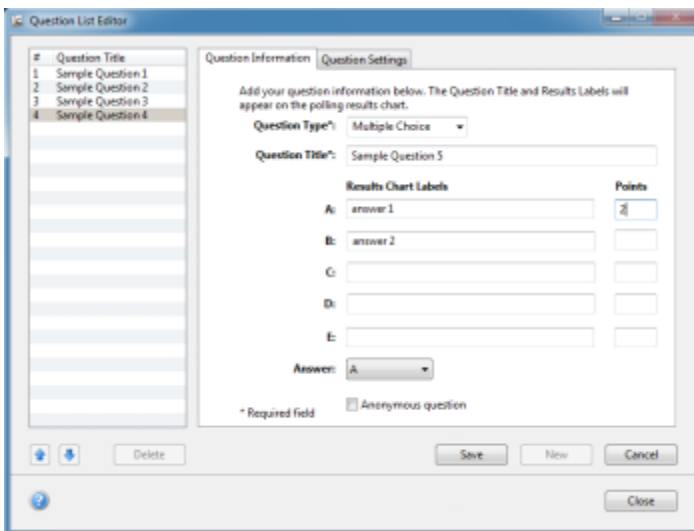

Sample questions in the Question List Editor

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.
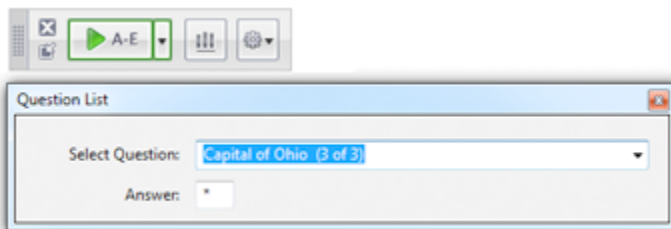
i>clicker Session Toolbar and Question List window

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.
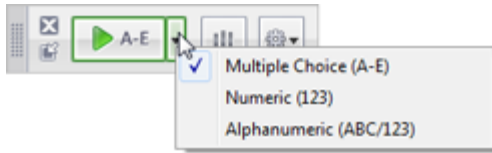
i>clicker Session Toolbar and Question List window

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.
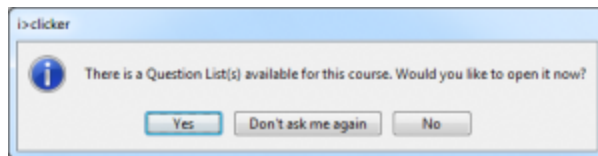
Question List Available information window

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.

Open Question List menu 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.

⚠️ **IMPORTANT:** i>clicker GO does not currently support self-paced polling; this mode is only compatible with i>clicker 2 physical 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.
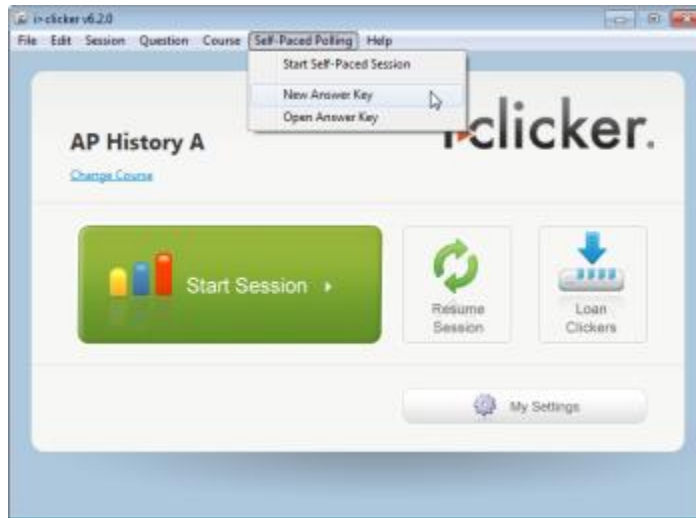
Create a Self-Paced Polling Answer Key

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>grader.

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

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.
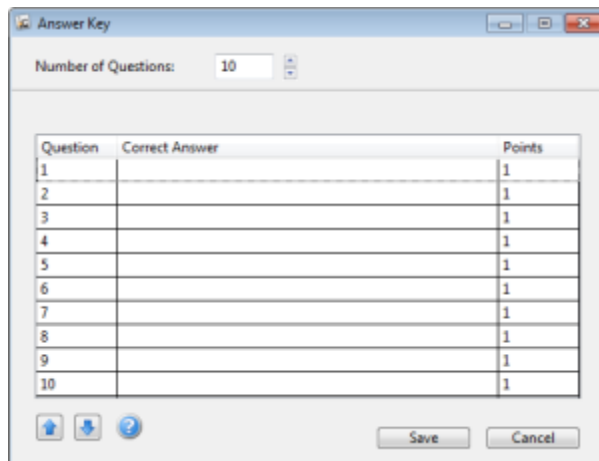
New Answer Key window

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.

Answer key showing A as correct answer for question 1

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.

Answer Key showing 2 point for question 1

5. Continue adding your answers to complete the answer key.

Example of a complete 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.
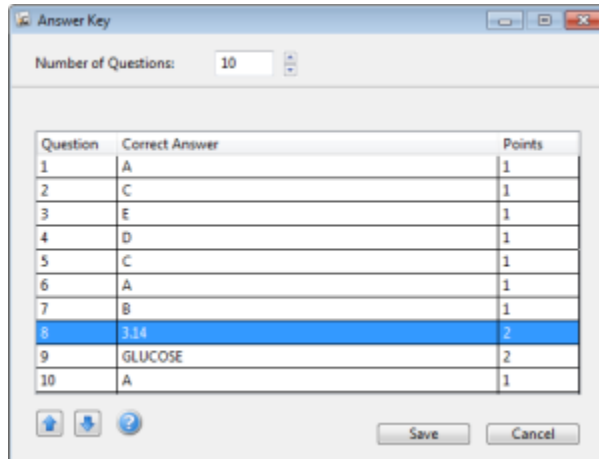
Answer key showing a highlighted row

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.
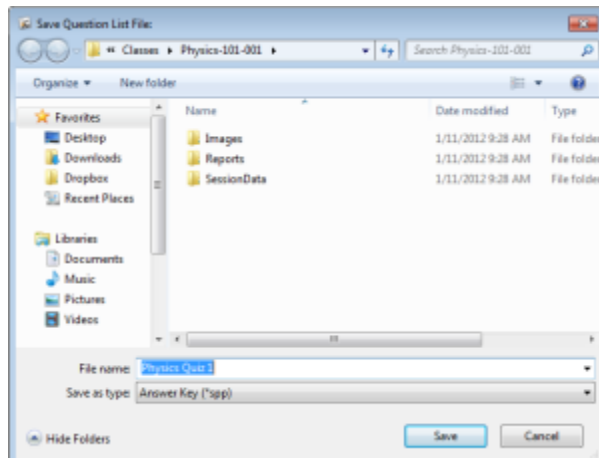
Answer Key Save As window

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).
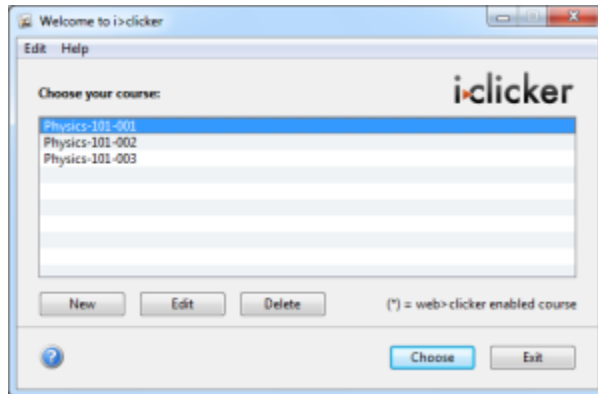
Welcome to i>clicker window with courses listed

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

*i>clicker Home screen*

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

i>clicker Session Toolbar

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:
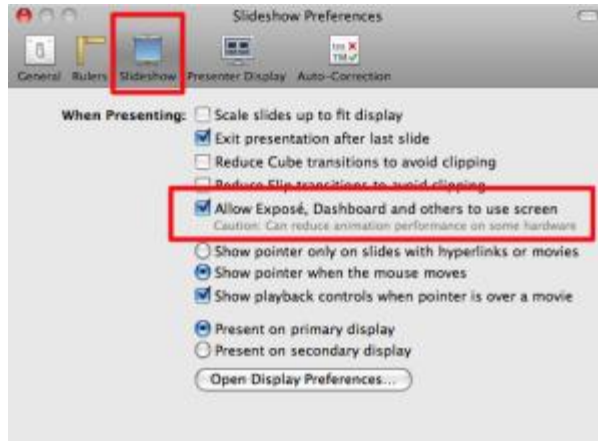

Keynote Slidehow Preferences window

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.
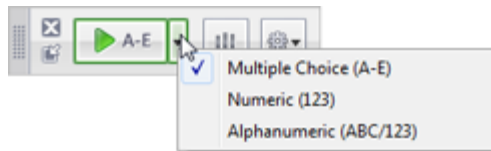
Toolbar with question type menu expanded

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.
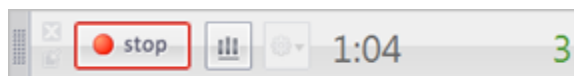
Active i>clicker Session Toolbar

📒 **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 ![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.
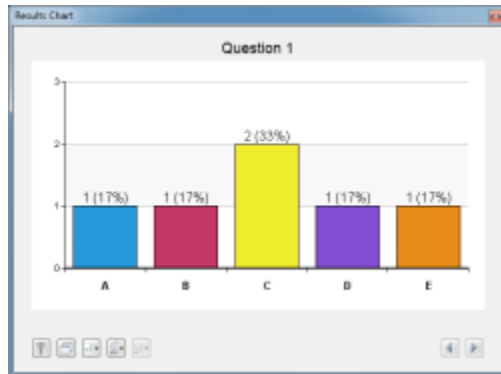

i>clicker Results Chart

> 📒 **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 ![button] in the *Results Chart* window. The second graph will display above your current graph. You may select the **Previous** or **Next** buttons ![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.
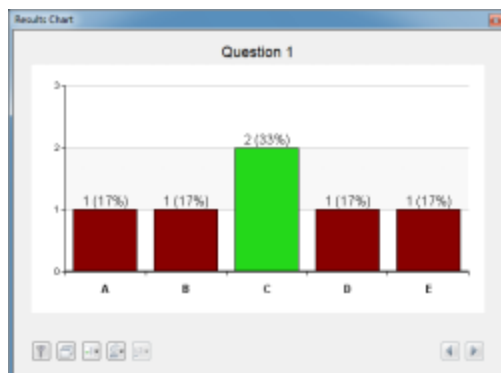
Results Chart showing the correct answer

> 📒 **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.
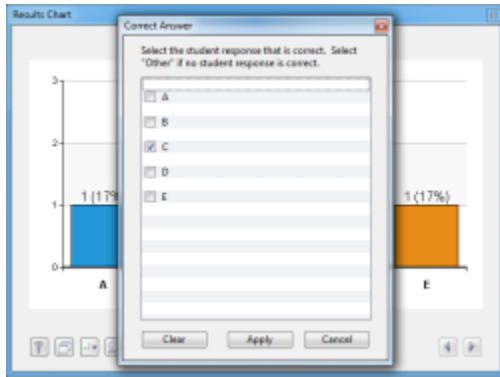
Results Chart with Correct Answer window open

📒 **NOTE:** To show the correct answer you may also click the **Correct Answer** [ ] button on the *Results Chart*, select the checkbox next to the correct answer, and click **Apply**.

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.
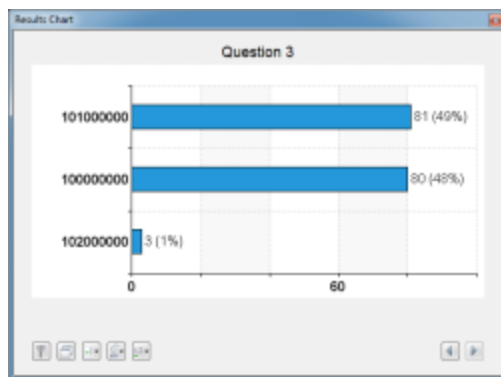

Numeric bar chart with 3 significant digits selected

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).
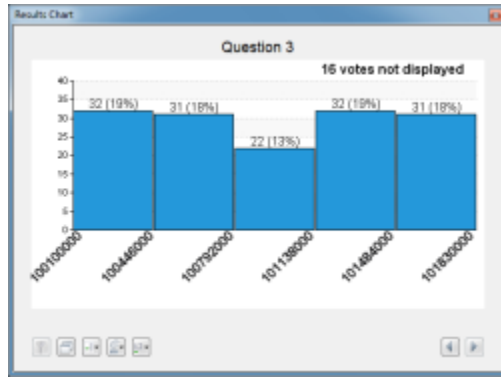
Numeric histogram with 5 bins selected

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** [12▼] button to select the number of significant characters to display on the chart. By changing the significant characters, you can group student responses.
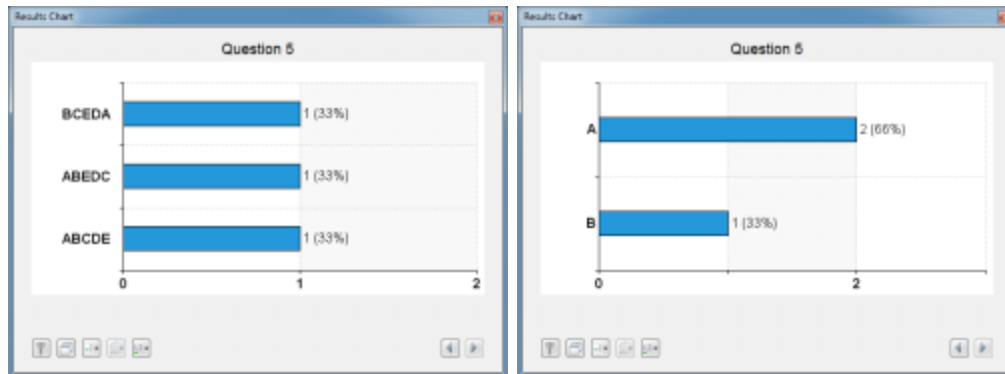
Results Chart with 5 significant characters selected and the same chart with 1 significant character selected

> 💡 **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

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.

i>clicker Session Toolbar options menu

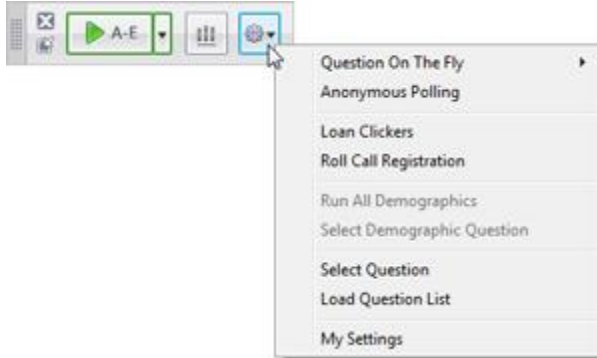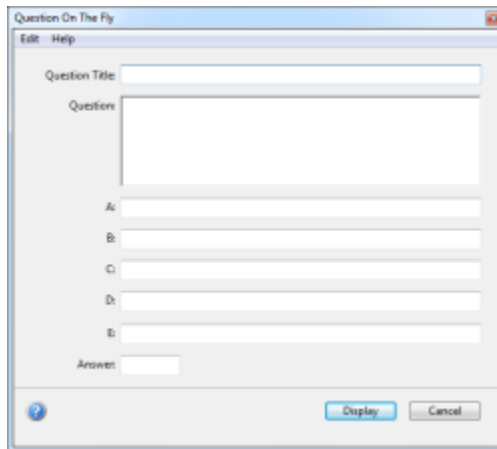A brief description of each of the options in the *Toolbar Options* menu follows:

- **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.
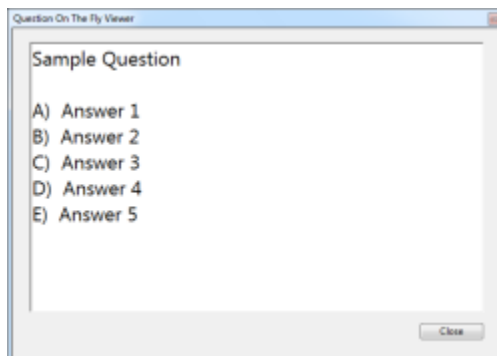
To ask a Question On The Fly:

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**.

Question on the Fly editor

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*.

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*.
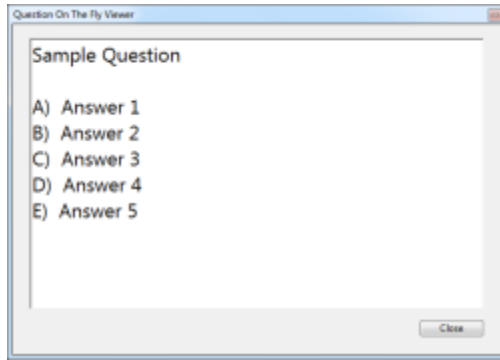
Question on the Fly Viewer

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.

Toolbar with anonymous polling indicator

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.
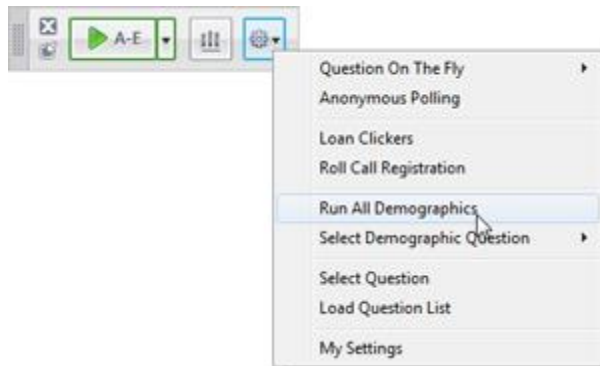
Run All Demographics menu option

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.
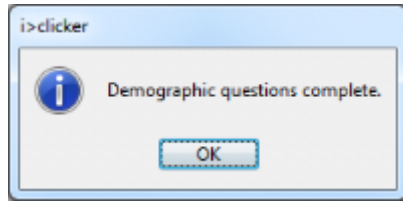

Demographic question in the Question Viewer window

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.

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

Demographic questions complete window

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 overwritten by the new demographic data.

TIP: It is recommend 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.

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.
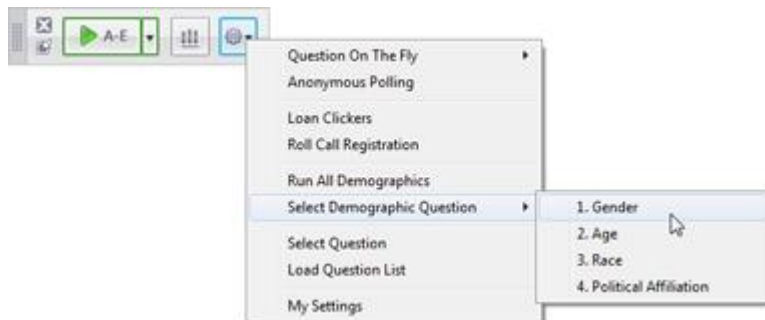
Select Demographic Question menu option

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>clicker session by clicking the green **Start Session** button on the *i>clicker 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.
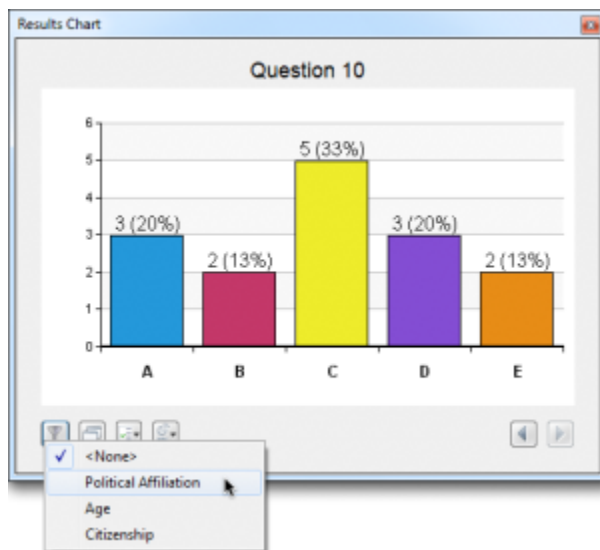
Results Chart with Filter menu selected

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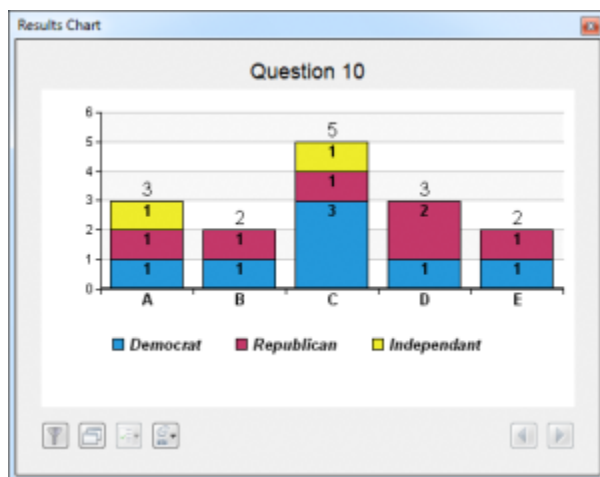
Student Results filtered by Political Affiliation

💡 **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>clicker Home Page*.

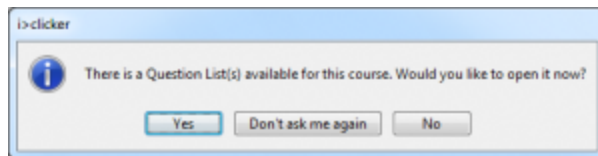2. At the prompt to open a question list, click **Yes**.

Question List Available information window

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.
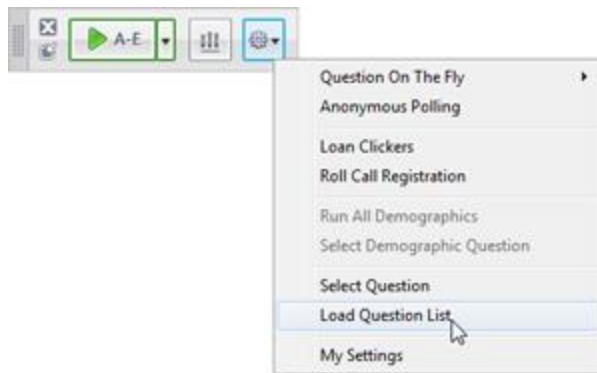
Load Question List menu option from Session Toolbar

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>clicker 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.
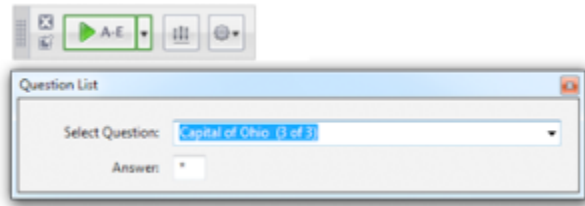
i>clicker Toolbar and Question List window

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.
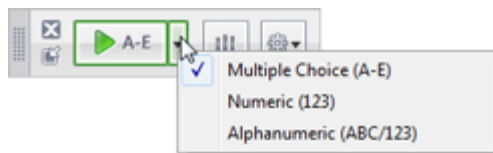
i>clicker Toolbar and Question List window

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.
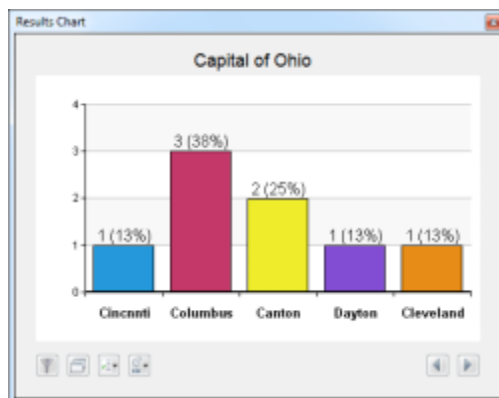
Results Chart with question title and chart labels

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.

i>clicker Home page with Resume Session button

⚠️ **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.

Keynote Slidehow 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 willl "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 presenation 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**.
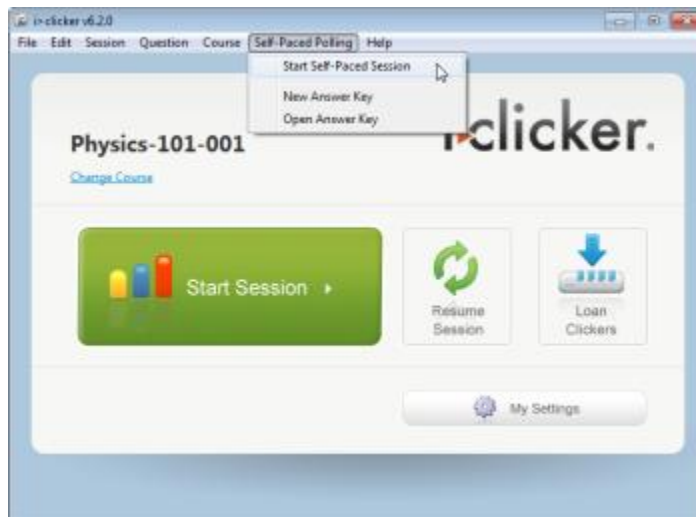
Start Self-Paced Session menu option

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.
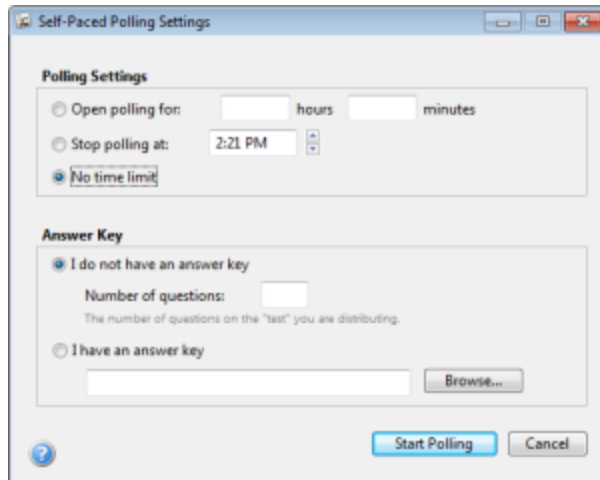
Self-Paced Polling Settings window with No time limit selected
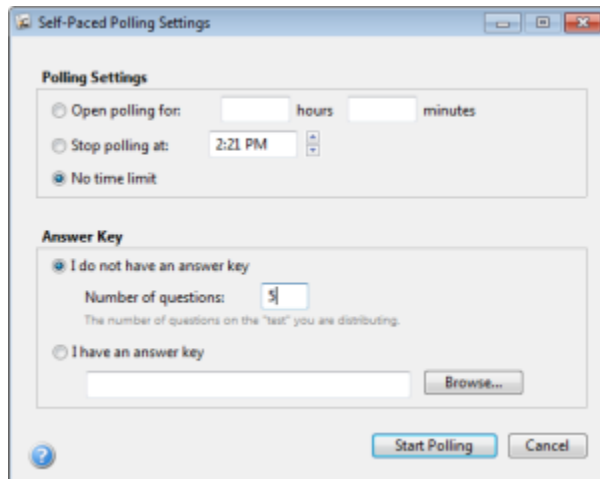
3. Under *Answer Key*, select **I do not have an answer key**.

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

Self-Paced Polling Settings window with I do not have an answer key and 5 questions selected

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.

Self-Paced Polling toolbar

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**.

Start Self-Paced Session menu option

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.
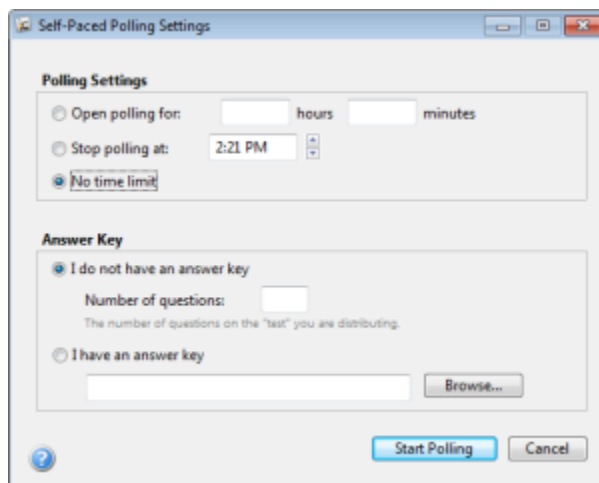
Self-Paced Polling Settings window with No time limit selected

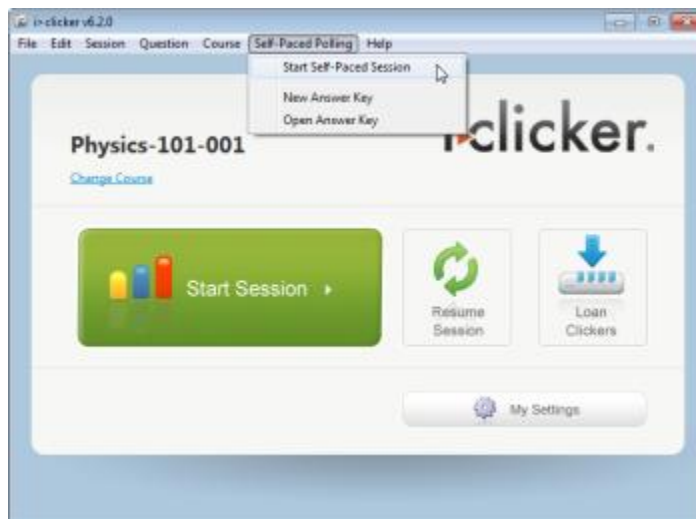3. Under *Answer Key*, select **I have an answer key** and click **Browse**.
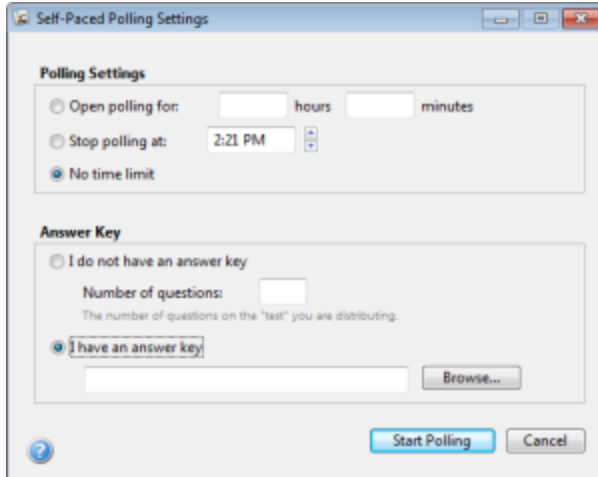
Self-Paced Polling Settings window with I have an answer key selected

4. The *Select Answer Key* window appears. Double-click your **class folder** and select the answer key you wish to open. Click **Open**.
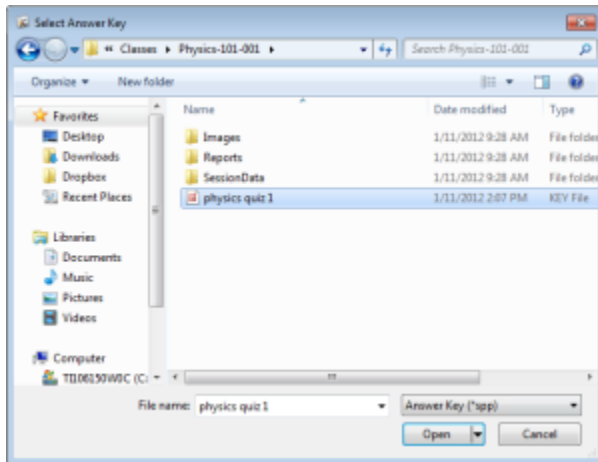
Select Answer Key window with answer key selected

5. The answer key filename and path appear in the answer key field. Click **Start Polling**.
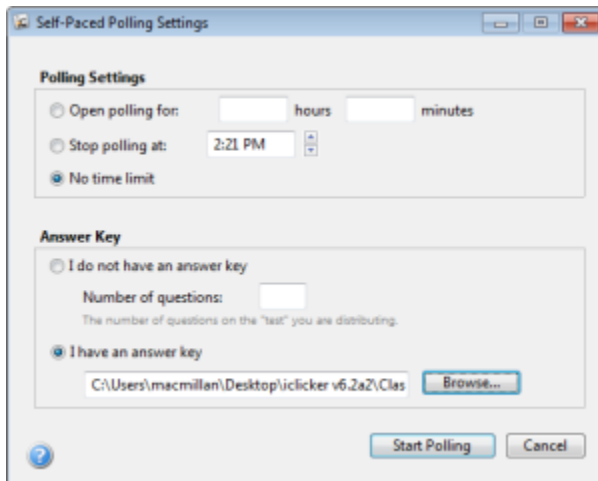
Self-Paced Polling Settings window with answer key path

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

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.
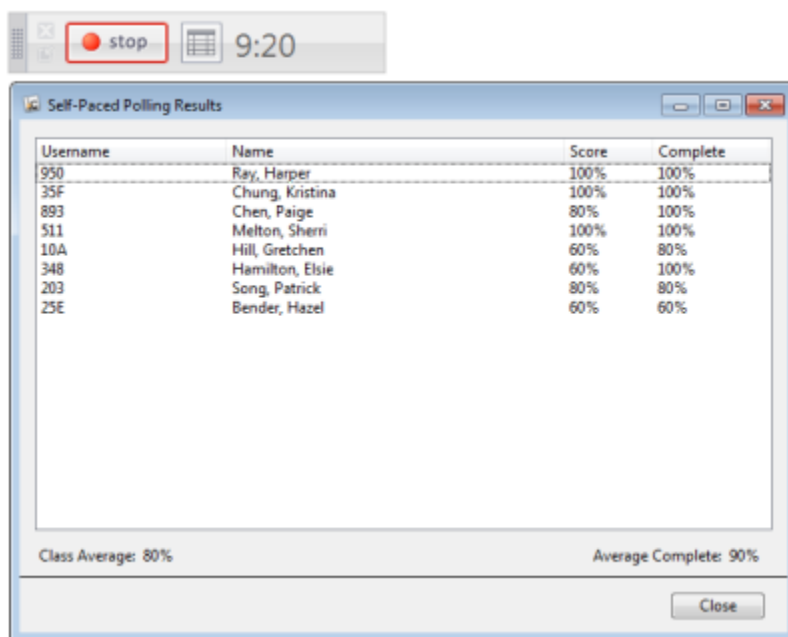
3. The progress chart appears.

Username	Name	Score	Complete
950	Ray, Harper	100%	100%
35F	Chung, Kristina	100%	100%
893	Chen, Paige	80%	100%
511	Melton, Sherri	100%	100%
10A	Hill, Gretchen	60%	80%
348	Hamilton, Elsie	60%	100%
203	Song, Patrick	80%	80%
25E	Bender, Hazel	60%	60%

Class Average: 80%   Average Complete: 90%

Progress Chart with student data

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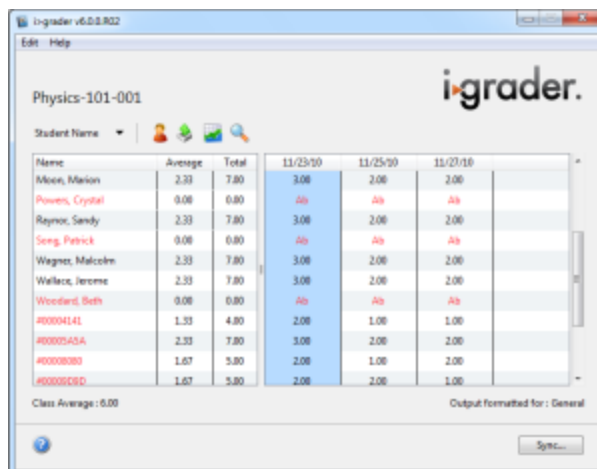
i>grader application icon
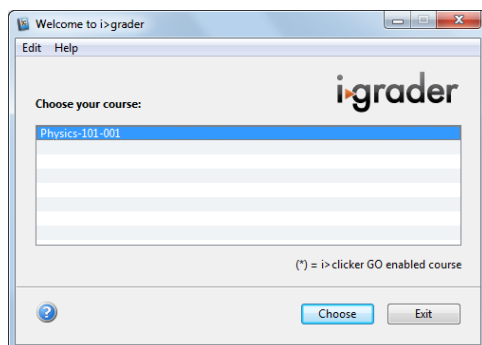
2.   The *Welcome to i>grader* window opens. Select your course and click **Choose**. (If your course is not listed, open i>clicker and create a course.)

Welcome to i>grader window

3.   The *i>grader Home* page opens.

i>grader Home page with a session highlighted

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 Web Registrations

Once your students have completed the registration form at iclicker.com and you have held at least one i>clicker session, you may update your course registration information using the *Sync...* button.

📝 **NOTE:** You must be connected to the Internet to synchronize web registrations.

To synchronize web registrations:

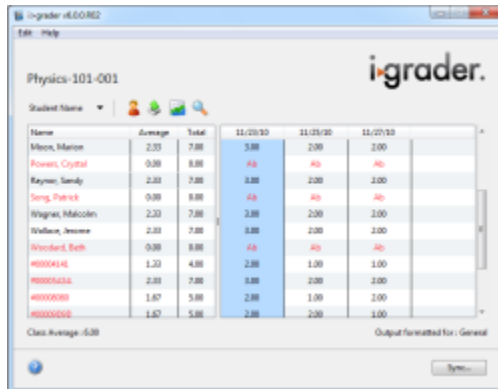1. Click the **Sync...** button in the bottom right corner of the *i>grader Home* page.

i>grader Home page with Sync... button

2. A *Synchronize Web Registrations* window appears with a description of the synchronization function. Click **Continue** to proceed.

3. i>grader synchronizes your roster information with your students' online registrations. After synchronization is complete, click **Close** to return to the *i>grader Home Page*.

   If an inconsistency between your roster and the web registrations exist, you will be prompted to resolve it before synchronization is completed. The software will alert you to any discrepancies between your roster and the web registrations. Your choices for resolving registration conflicts include:

   • **Ignore:** no registration information is associated for that particular student.

   • **Accept:** allows the student ID to be included in i>grader and associates the student with the correct remote ID.

   • **Cancel:** exits the registration process and leave i>grader unchanged.

   Example: A student registers his i>clicker online, entering remote ID 143B436C and student ID 67-890. Upon synchronizing, you are notified that this student's student ID does not match any record in your roster file. You realize that the student has both mistyped his last name and entered the student ID in a slightly different format from the student ID in your roster file (with a dash in the middle). Because you can be reasonably sure that this is the correct student, you select his name from the list of students in the roster and click the Accept button. This action associates the correct student ID 67890 with i>clicker remote ID 2796B1.

💡 **TIP:** Students can register multiple times without affecting the synchronization process. If you are unsure if a web registration matches the student's roster, you can always ignore the registration, ask your student to register online again, and run another web synchronization process at a later time.

Any unregistered clicker IDs that remain after this step (i.e., you continue to see records with red clicker ID numbers), likely belong to students who have not yet registered online. Check with your students and synchronize again later. If there are problems synchronizing only one or two students who have registered online, you can also run a *Roll Call registration* or register these students manually. You can repeat these steps as often as necessary.

💡 **TIP:** We suggest setting a deadline, no matter how loose or long, for web 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)*.
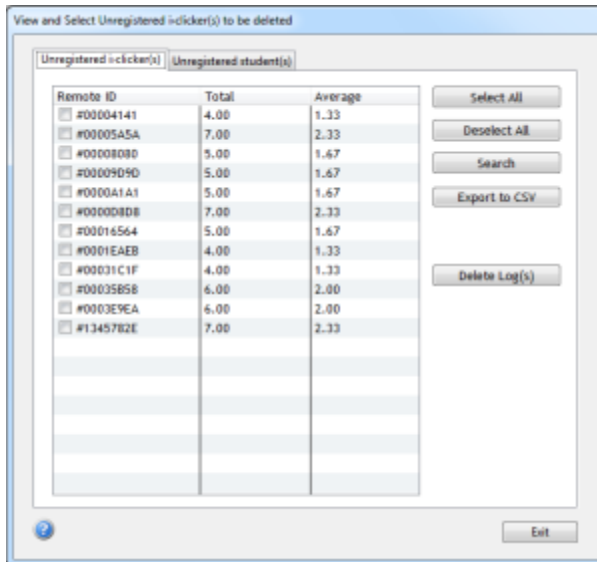
Unregistered i>clicker(s) tab in the View and Select Unregistered i>clicker(s) to be deleted window

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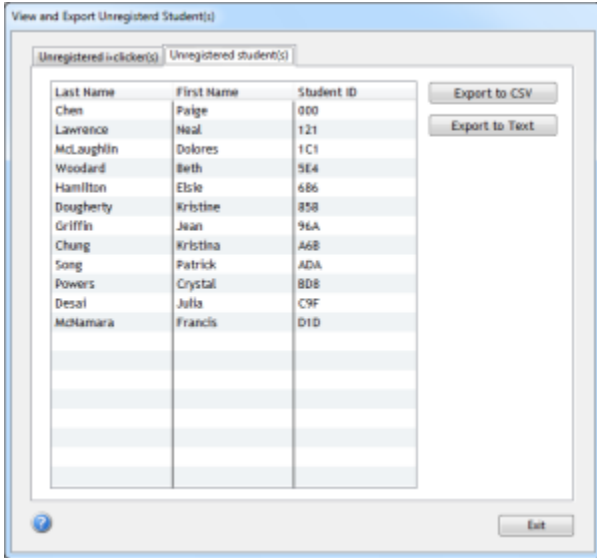
Unregistered i>clicker(s) tab in the View and Select Unregistered i>clicker(s) to be deleted window

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**.
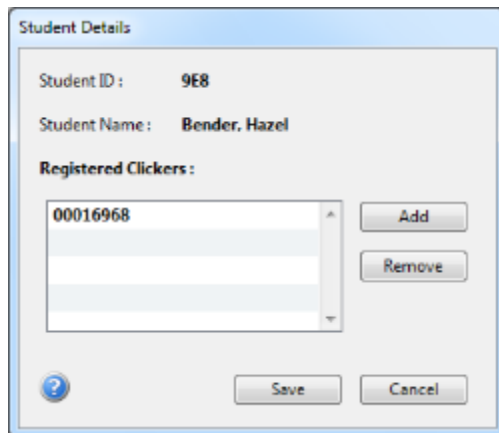
Student Details window showing a registered remote ID number

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>grader *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.
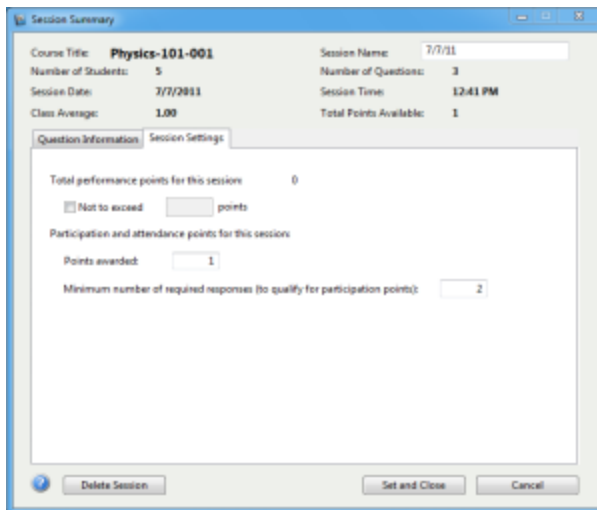
Session Settings tab in the Session Summary window

> **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.
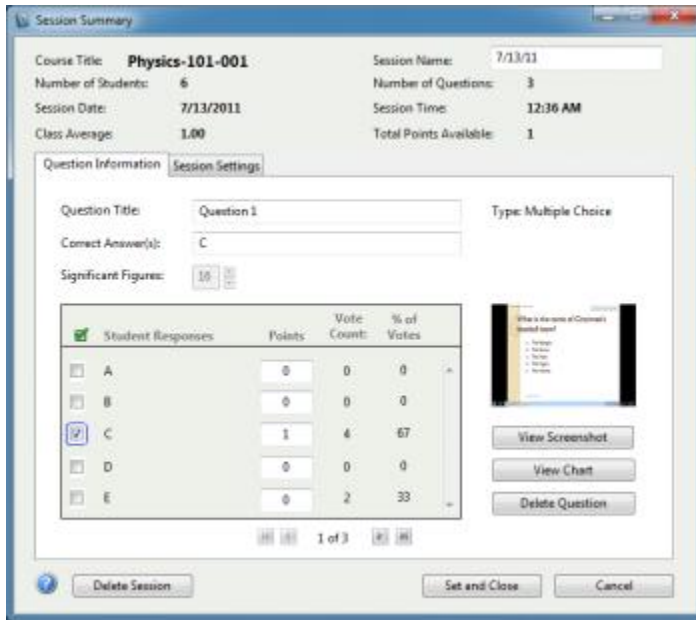
Question Information tab in the Session Summary window

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.
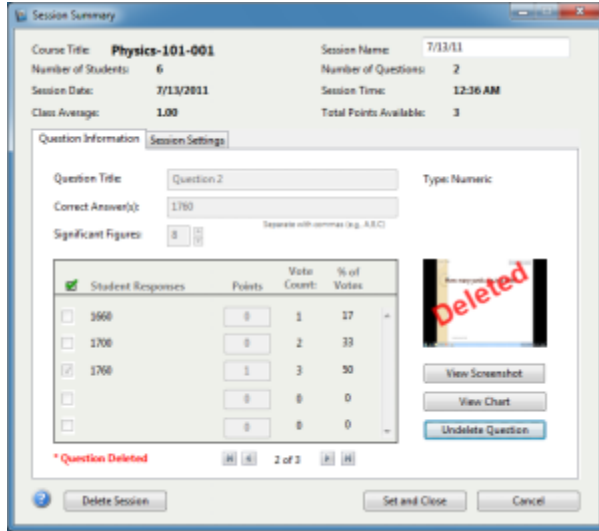
Deleted Question in the Session Summary window

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:
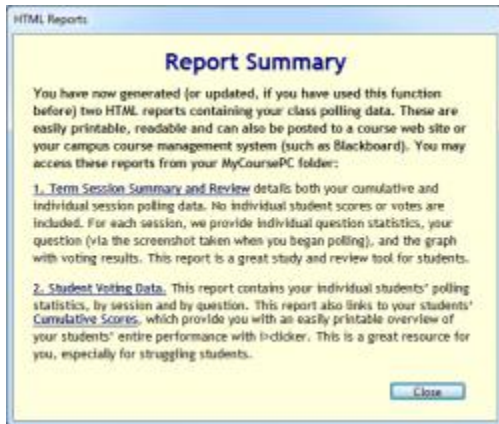
Report Summary window

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

Total Number of Sessions: **3** Total Number of Students in Class: **7** Total Number of Available Points for Term: **27**					
Session Average = Calculation based only on students who voted in this session.					
Title/ Session Date	**Report Links**	**Number of Students in Session**	**Total Number of Questions Asked**	**Total Points Available**	**Session Average**
Session 1 11/29/2007	Session Summary and Question Data	5	1	6	93%
Session 2 11/29/2007	Session Summary and Question Data	6	1	6	91%
Session 3 12/05/2007	Session Summary and Question Data	6	10	15	74%

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

Date: **12/05/2007** Number of Students: **6** Number of Questions Asked: **10** Session Average: **11.17**			Participation Points Available: **5** Performance Points Available: **10** Total Points Available: **15**		
Session Average = Average calculation based only on students who voted in this session. **Average Score per Question = Average calculation based only on students who responded to this question.**					
Question	**Time Started**	**Time Stopped**	**Number of Responses**	**Maximum Score**	**Average Score**
QUESTION 1	2:24:39 PM	2:25:35 PM	6	1	0.66
QUESTION 2	2:26:37 PM	2:26:49 PM	5	1	0.33
QUESTION 3	2:26:54 PM	2:27:17 PM	5	1	0
QUESTION 4	2:27:31 PM	2:27:45 PM	6	1	0.5
QUESTION 5	2:28:04 PM	2:28:18 PM	6	1	0.99
QUESTION 6	2:28:34 PM	2:28:57 PM	6	1	0.66
QUESTION 7	3:02:07 PM	3:02:43 PM	6	1	0.66
QUESTION 8	3:02:54 PM	3:03:07 PM	6	1	0.99
QUESTION 9	3:03:46 PM	3:03:57 PM	5	1	0.33
QUESTION 10	3:04:42 PM	3:04:50 PM	6	1	0.99

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.
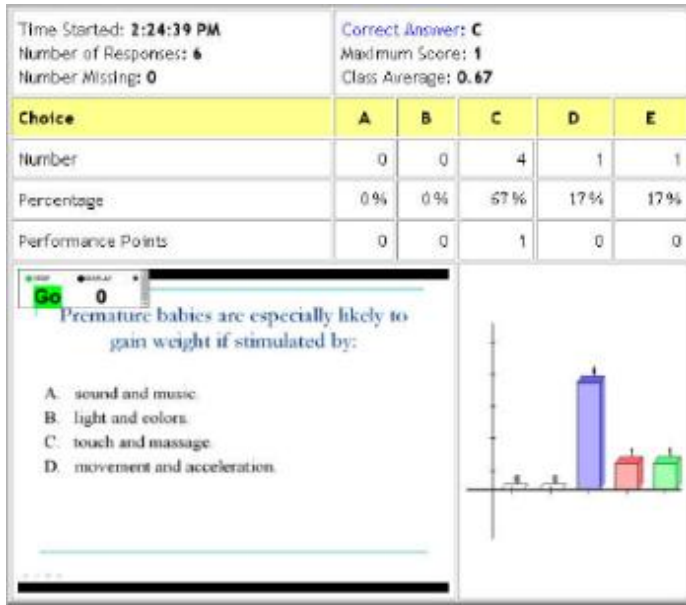
Question results with screen capture and Results Chart

💡 **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.
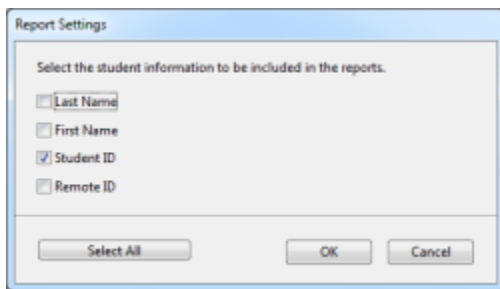
Report Settings window

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

Total Number of Sessions: **3**				
Total Number of Students in Class: **2**				
Total Number of Available Points for Term: **3**				
Student Average: **1.00**				
NV = No votes collected				
Student Average = Calculation based only on students who voted in this session.				
Student Info/ Total	Average:	08/26/2009	08/26/2009-2	08/26/2009-3
Mendez, Jordan, jmendez Total: 1.00	33.33%	1	NV	NV
Stelzer, Tim, tstelzer Total: 1.00	33.33%	NV	NV	1

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

Date **01/23/2008**	Participation Points Available: **1**	
Number of Students: **14**	Performance Points Available: **1**	
Number of Questions Asked: **2**	Total Points Available: **2**	
Session Average: **1.29**		
Ab = Absent (no votes collected)		
Session Average = Calculation based only on students who voted in this session.		
Student vote selection (color coding applies only if you have specified a correct answer) **Bold Green = Correct answer** **Bold Red = Incorrect answer** **Black = Correct answer not designated**		
Student Info/Total	Average	QUESTION 2
Mendez, Jordan, jmendez Total: 1	50 %	B
#110C2D30 Total: 1	50 %	B

Student Session Report

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.

Date **12/05/2007**		Participation Points Available: **5**				
Number of Students: **6**		Performance Points Available: **10**				
Number of Questions Asked: **10**		Total Points Available: **15**				
Session Average: **11.17**						

Ab = Absent (no votes collected)
Session Average = Calculation based only on students who voted in this session.

Student Id/Total	Average	QUESTION 1	QUESTION 2	QUESTION 3	QUESTION 4	QUESTION 5
12345 Total: 10	66 %	C	A	A	C	B
23456 Total: 11	73 %	E	C	B	D	B
34567 Total: 13	86 %	C	A	B	D	B

Student answer choices

💡 **TIP:** Clicking on any of the session titles will bring you to the same report as the *Student Reponses* 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

You can export student grade data as CSV files. CSV (comma separated value) is a simple file type that can be read by nearly all text editors, spreadsheet, and database programs, including Microsoft Excel and Apple Numbers. You can export grade date in *General* format or in a format that is ready to upload into your course management system. The *General* format is discussed below. For details on specific course management systems, please see the related documentation available at iclicker.com.

To export your student grade data:

1. From the i>grader Home Page, click **Export** .

2. The *Export Session Data* window appears. Click the **checkbox(s)** next to all session that you want to export or click **Select All**.
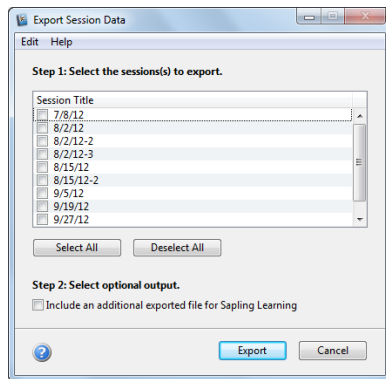
Export Session Data, steps 1 and 2

3. In addition to exporting data in the primary output format, you may also choose to export another file formatted for Sapling Learning (http://www.saplinglearning.com). See the i>clicker manual export documentation for Sapling Learning for additional details about this option.

4. If i>grader is configured to output general formatted data, click the **Next** button and continue with the next steps.

NOTE: If i>grader is configured to output data formatted for a CMS, the button label will read **Export**. Click this button and you will be shown a confirmation message with the location of your exported file(s). The remaining steps do not apply to CMS-configured outputs. Refer to the i>clicker documentation for your CMS for additional details.

5. The *Export Session Data, step 3* screen appears. Select the **Student Data**, **Session Data** (data for each individual session), and **Aggregate Data** (the combined performance points, participation points, and total point for all the selected sessions) to be exported.

Export Session Data, step 3

📋 **NOTE:** The *Export Session Data, step3* options are only available when you are using i>clicker with the *General/Non-CMS* setting. If you are exporting i>clicker data in a format specific to your campus CMS, you will only be able to export the total points for each individual session and the aggregate points for all or selected sessions.

6. Click **Export**.

7. The *Save Export File* window appears. Select the **filename** and **folder location** in which to save the exported file. (By default, the export file is named *UploadFile.csv* and is saved in your class folder.

📋 **NOTE:** By changing the filename each time you save an exported file you can keep a history of your exports. For example, you might choose to add today's date at the end of each export (SessionExport_11_24_10.csv).


Sample data export in Microsoft Excel

📋 **NOTE:** Your file may be saved/named slightly differently if you are using i>clicker with your campus course management system (and have followed the steps required to enable i>clicker files to be formatted for your particular course management system).

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**.
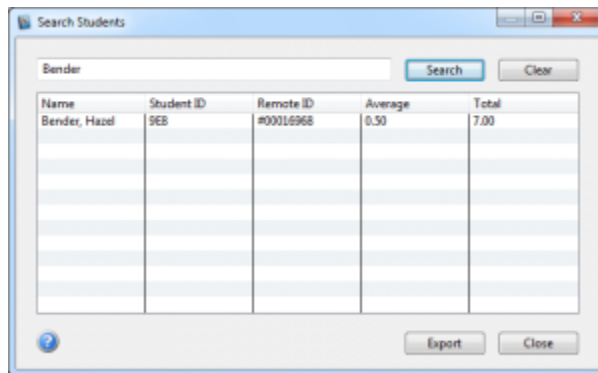
Search Student window showing results for search on "Bender"

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 For Administrators

Managing Default Settings

By managing the default settings, administrators can create campus-specific preferences that will display to all instructors using i>clicker on that campus. The default settings feature is most commonly used to establish a default course management system and enter a campus web/security code for locally hosted i>clicker registration that will be distributed to all faculty.

To manage the default settings:

1. Open i>clicker (if you haven't already done so) and **Add a Course** using a generic course name (e.g., *Sample Cal State Course-101-001*).

2. Open the course that you just created by highlighting the new course and clicking **Choose**.

3. Click **My Settings**.

4. Change the *My Settings* options to whatever settings you would like instructors to inheret when they create new courses in i>clicker. (Example: add your campus-specific URL or code into the *Server URL* field if you are hosting registration locally rather than using the national i>clicker registration site.)

5. Click **Set for Course** when you are finished managing your campus default settings.

6. Close i>clicker.

7. Copy the file *Config.csv* from the *Session Data* folder within your course folder (e.g., *iclicker Win\Classes\Sample Cal State Course-101-001\Session Data*).

8. Paste the *Config.csv* file into the *iclicker Win\Resources* or *iclicker Mac:Resources* folder.

9. From within the *Resources* folder, rename the *Config.csv* file to *Seed_Config.csv*.

10. (Optional) Delete the generic course folder that you created (e.g., *iclicker Win\Classes\Sample Cal State Course-101-001*).

11. Distribute the *iclicker Win* or *iclicker Mac* folder--that now contains the *Seed_Config.csv* file--to your campus faculty. You may also post it on your web site.
    Once you've taken the above steps, your default campus settings will be applied to all new classes. Instructors will still have the option to manage their own settings by changing the settings for their classes in My Settings. You can remove the default settings at any time by deleting the *Seed_Config.csv* file.

📒 **NOTE:** You cannot create default settings for the *Course Name* and *Instructor Remote* fields. Instructors must enter the data for these fields themselves.

Modifying the Config File

Administrators can access the config file in i>clicker to modify settings that are not available to instructors in the *My Settings* window. The following options can be modified in the config file.

⚠️ **IMPORTANT**: Modifying the config file can cause i>clicker to no longer function properly and should be attempted only by expert users.

To Modify the Config File:

1. Locate **SessionData\Config.csv** in your default class folder

2. Open **config.csv** in notepad or any normal text editor

3. Add any of the config options described below to the end of the config file.

4. **Save** and **Exit**.

Config Options

Config options are lines added to the end of the config file in the format: **"configName", "configValue"**

📝 **NOTE**: You must include the quotation marks around both the config name and config value as shown above.

Config Name	Config Value	Description
CheckFreqInUse	FALSE	When set to "FALSE", turns off the option where i>clicker checks for nearby bases that may be using the same frequency as the session that is starting. With this option turned off, users will not be notified that another base in the area is using the same frequency. However, the session will start more quickly.
LogBase	FALSE	When set to "FALSE", turns off background logging of i>clicker sessions. Logs help Technical Support troubleshoot problems when then occur. However, processing time may improve with logging turned off.
mcOnly	TRUE	When set to "TRUE", changes the toolbar to show a simple **START** button that does not include a drop-down menu to change the question type. The simplified toolbar only allows initiating multiple choice (A-E) polling sessions but may be preferred by instructors who only ask this question type.
RunBaseless	TRUE	When set to "TRUE", allows instructors to run the i>clicker software without attaching a base. In this mode, no base communication occurs even if a base is attached. Students using physical remotes will not be able to respond to polls and the instructor remote cannot be used. RunBaseless should only be considered for i>clicker GO-exclusive classes.

6 **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 7, or Windows 8 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 OSX version 10.7.2 or higher (OSX 10.9 users see note below)

- 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.

IMPORTANT NOTE: OSX 10.9 introduced a new feature "App Nap" that needs to be disabled for i>clicker to prevent the application from becoming unresponsive. To do this, right-click (Command-click) on the i>clicker program icon and select the check box for **Prevent App Nap**.

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.)
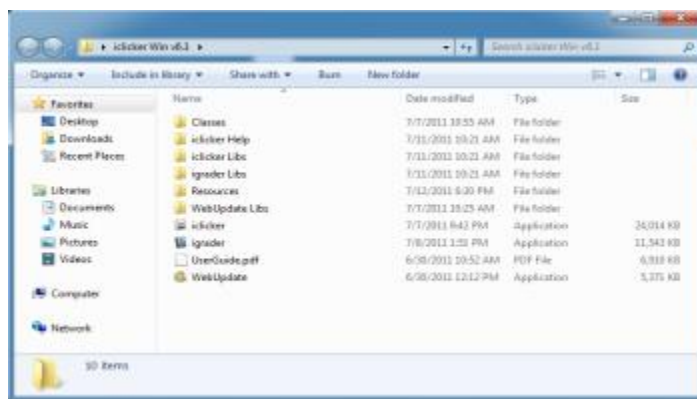
iclicker Win folder

iclicker Mac 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

We'd like to hear from you. Please feel free to contact us at any of the following numbers.

Sales and Ordering Information

9:00 AM – 5:00 PM Eastern, Mon – Fri
contact@iclicker.com
(877)414-5922

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9:00 AM – 9:00 PM Eastern, Mon – Fri
support@iclicker.com
(866)209-5698