iClicker Classic

# Instructor User Guide
v7.14

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# Get Started with iClicker Classic

## System Requirements

*Before starting, make sure that your computer system meets or exceeds the following* ***iClicker Classic*** *system requirements. In addition to these computer requirements, a projection system is highly recommended for presentation purposes.*

- iClicker base with firmware v5.04 or higher (if collecting votes from iClicker remotes)

**Windows Requirements:**

- Windows 7 or higher operating system (32- or 64-bit), with .NET 4.0.3
- 500 MHz Pentium (or faster) processor
- 256 MB RAM (or larger) recommended
- One available USB 2.0 port
- Minimum screen resolution of 1024 x 600 pixels
- Minimum Excel 2007 (or equivalent) required to view reports

**Macintosh Requirements:**

- Mac OSX version 10.9.5 or higher
- 500 MHz G4 (or faster) processor
- 256 MB RAM (or larger) recommended
- One available USB 2.0 port
- Minimum screen resolution of 1024 x 600 pixels
- Minimum Excel 2007 (or equivalent) required to view reports

**Linux Requirements:**

- 1 GHz G4 (or faster) processor
- Ubuntu 12.04, 14.04 LTS, 16.04 Xenial LTS 64-bit versions
- 512 MB RAM (1 GB recommended)
- One available USB 2.0 port
- Minimum screen resolution of 1024 x 600 pixels
- Minimum Excel 2007 (or equivalent) required to view reports

**IMPORTANT:** The Linux version requires super admin privileges to perform the initial set-up of the computer and does not support 32-bit systems. **iClicker Classic** for Linux currently only supports Ubuntu LTS releases listed.

# Connect iClicker Classic to your computer

***iClicker Classic*** *is a plug-and-play system that requires no installation and minimal set-up for both the hardware and software. Follow the instructions below to set up* ***iClicker Classic****.*

## 1. Connect the iClicker Classic base receiver to your computer through a USB port.

The LCD screen on the receiver lights 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 **iClicker Classic** receiver into a USB 2.0 port.

## 2. If you are running iClicker Classic from a flash drive, connect the iClicker Classic flash drive to the USB port on the back of the iClicker Classic 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 entire **iclicker** folder to your computer hard drive. Doing so will improve the overall performance of the **iClicker Classic** software. Please note **iClicker Classic** for Linux requires that you run the set-up process on the local computer as supporting software must be installed to the hard drive.

Running iClicker Classic from a flash drive is not required. iClicker Classic can be run from your computer. Running iClicker Classic from a flash drive is a convenience if you are using a lecture/ classroom computer.

## 3. Open the flash drive folder once it appears on your desktop.

The flash drive provides access to the **iClicker Classic** software and your course data. Review the contents of **iclicker** folder on the flash drive.

**NOTE:** It is recommended that you run **Check for Update** the first time you use **iClicker Classic** and at least annually.

## 4. Download iClicker Classic software

If you are not using a flash drive or need the iClicker Classic software, you can download it from www.iclicker.com.

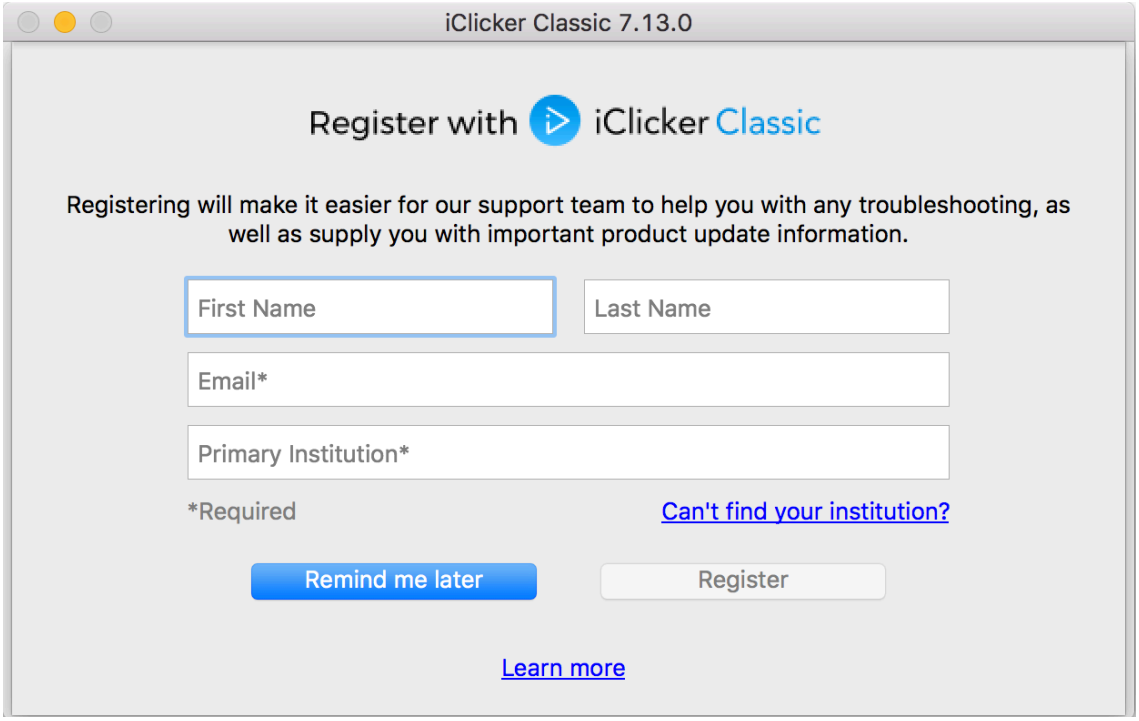
**NOTE:** The iClicker Classic software for Windows and Linux download folder is zipped and must be extracted before use. You will need to "unzip" or "extract" the folder and save it to the destination of your choice on your computer.

# Register your software

*With iClicker Classic 7.12 and higher is the ability to register your software. By registering your software, troubleshooting, support, and communication are more streamlined.*

1. Start the iClicker Classic application.

2. Enter your registration information.




registration

a. Enter your first name and last name. These fields are optional.
b. Enter your e-mail address.

c. Enter your primary institution. Simply start typing your institution name, and choose from the list of institutions that appear. If your institution does not appear, please click the "Can't find your institution?" link to request it be added to our database.
d. Click **Register.**

Note: if you do not wish to register your software, select "Remind me later". This can be changed later by entering your information in Settings > Registration.

# Check for update

*The **Check for Update** feature allows you to check for the latest version of **iClicker Classic** from within the program and easily update the program without having to manually move files. Any class data you may have is safe and will continue to work with both old and new versions of **iClicker Classic**.*
***IMPORTANT:** You need to have an Internet connection to successfully check for updates.*

1. Start the iClicker Classic application.

2. Choose the menu option Help > Check for Update.

3. Select the Update button to begin the update process.

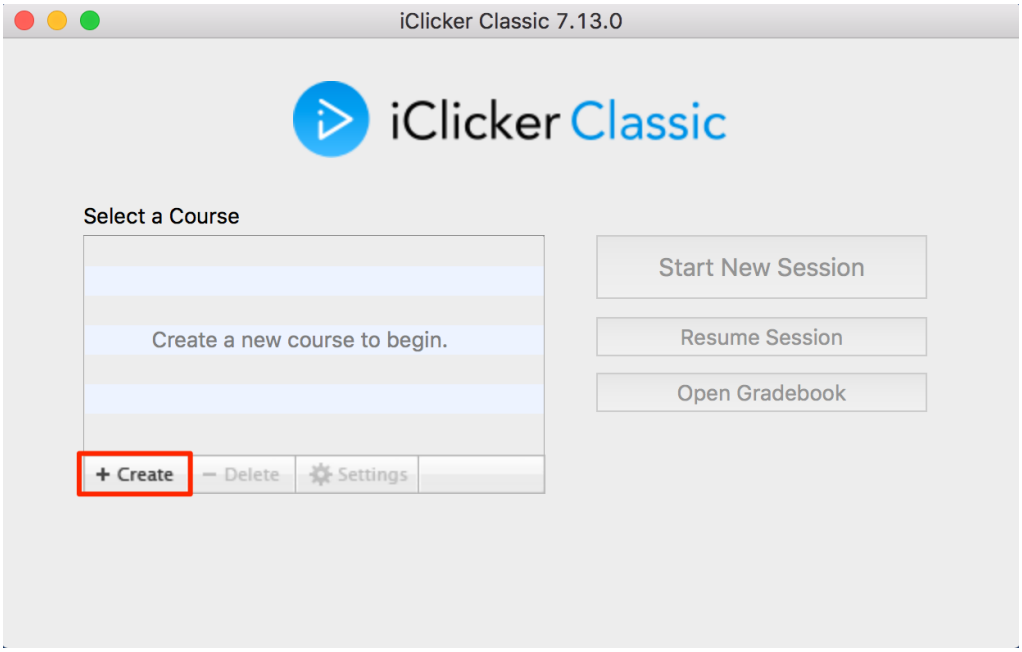
If a newer version of **iClicker Classic** is found, a message informs you that an update is

available. The window includes an option to review the release notes of the new version. Upgrading your software may take several minutes.

# Create a course

*Once you have set up your software and hardware, the first thing you will need to do is create your courses.*

## 1. Choose to create a course.




## 2. Enter a course name and choose to create the course.

**iClicker Classic** automatically creates a new course sub-folder in the *Classes* folder.

## 3. Review the iClicker Classic Home window.

Returning to the **iClicker Classic Home** window, your course name now appears in the list box and most, if not all, of the controls are now enabled. Repeat steps 1-2 to create as many courses or sections as you need.

Now that you have created your course, you can start a session and begin polling immediately. However, you may want to prepare your roster and customize your course.

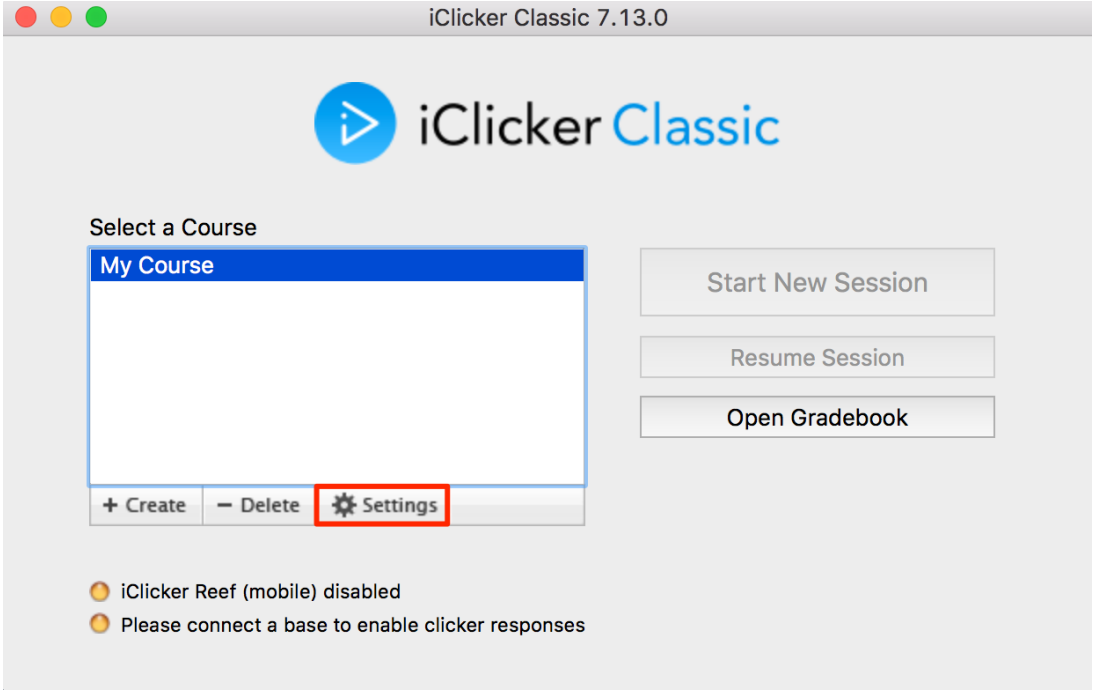
Note: if Reef is enabled for your course, you can run polling sessions without a base. If you run polling without a base, only students using Reef can answer. You will need to connect an iClicker Classic base to your computer if students using iClicker Classic remotes need to vote in your polling session.

# Customize your course settings

*The **iClicker Classic** system is designed to be a simple classroom response system that can be used almost immediately upon launching. However, you may choose to take a little time to customize the software to your course.*

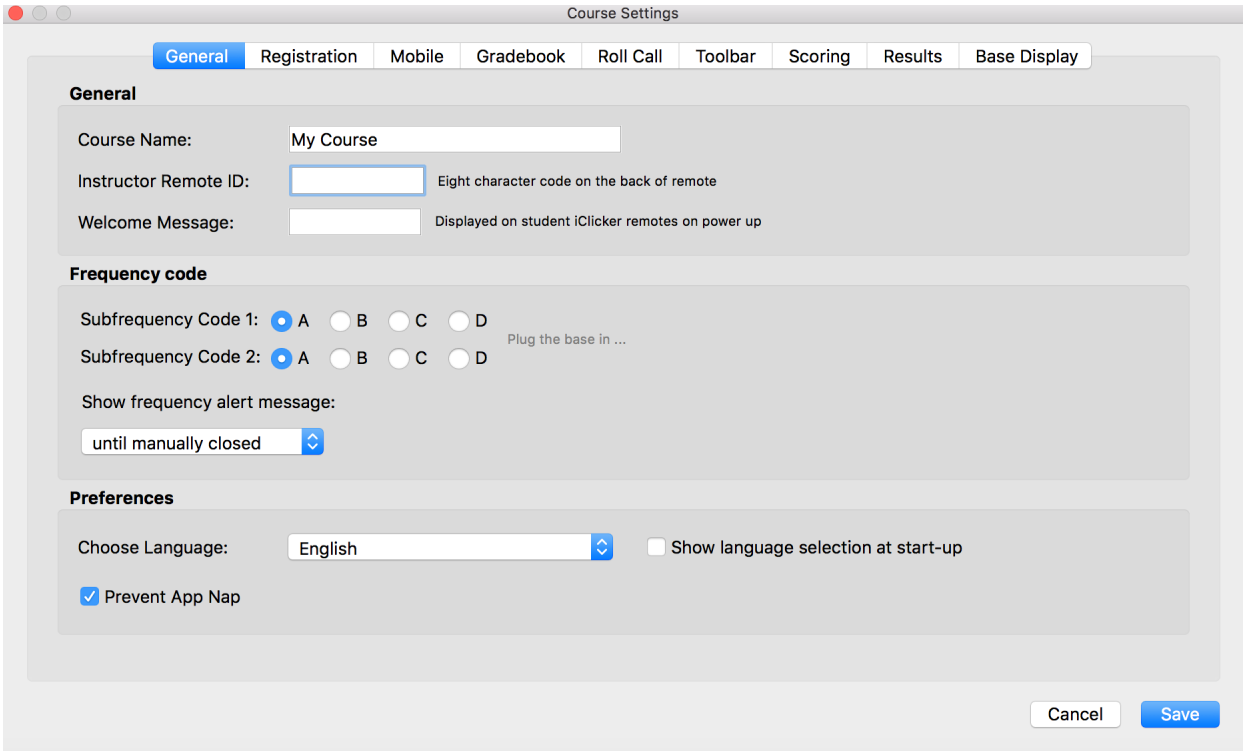
1. Select your course.

2. Choose to edit the settings for a course.




Select the **Settings** (gear) button or choose **Course Settings** from the **Course** menu to view the course settings. Here you can review or change the settings for a specific course.

## 3. Update the course settings and choose to save your changes.




Choose the corresponding tab at the top of the **Course Settings** window to access the various settings.

Settings are course-specific. They are organized into nine tabs: General, Registration, Mobile, Gradebook, Roll Call, Toolbar, Scoring, Results, Base Display.

Select the **Save** button when you finish making changes to the course settings.

# Prepare your roster

*The **iClicker Classic** 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 need to:*

- Create a class roster text file
- Associate each of your students with the unique serial number on their **iClicker Classic** remotes

***IMPORTANT:** Do not use the following instructions for registering students if you are using **iClicker Classic** with a learning management system (LMS). Go to www.iclicker.com and choose **Support** to access the instructions for your specific LMS.*

## 1. Create a course roster text file.

You must create a course roster text file as part of the student registration process.

**NOTE:** Students can vote with their **iClicker Classic** remotes before the registration process is complete. Until students register their remotes, their polling results are linked within gradebook to only the **iClicker Classic** remote ID.

### 1.1 Locate and open the roster.txt file for your course (from your specific course folder).

When you create an **iClicker Classic** course, the program automatically creates a new folder for that course in the **Classes** folder. You can find the **roster.txt** file in that folder. Use a word processor or text editor (e.g., Notepad, TextEdit, SimpleText) to open the file.

## 1.2 Create a student name (last name, first name) and ID entry for each student in your course.

Type the entries or copy/paste the student roster from another source (e.g., spreadsheet file). Use the format shown below.

**EXAMPLE:**

**Stelzer, Tim, tstelzer**

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 **iClicker Classic** data into your course gradebook.

**NOTE:** When you open the **roster.txt** file you will see instructions and a sample entry. Delete the sample entry before entering the information for your students.

## 1.3 Save the roster.txt file in your course sub-folder.

# 2. Determine which registration option to use for your students and then follow the corresponding steps.

**iClicker Classic** offers two registration options:

**Web Registration:** Once each student registers a device online, simply choose to sync the registration database with your roster file. This process connects your roster entries with the corresponding **iClicker** device. This is an easy process especially for larger classes.

**In-class Roll Call:** Using this option requires a few minutes during class. Use the **iClicker Classic** software to display a window that shows all of the student names in your class (pulled from the roster.txt file). Then, students enter a unique code on their remotes to connect their name to that clicker. This method is recommended only for smaller classes (< 50 students).

Refer to the instructions in the steps below to complete the registration process.

**TIP**: In-class and online registration are not mutually exclusive, and both can be used to register students in a course. For example, the majority of your students may have registered online. For those who did not complete that step, use the in-class roll call method to complete the registration. Use the loan a clicker to a student option to permanently connect a student to a device.

# 3. Web registration

Follow these instructions to complete the web registration.

## 3.1 Instruct your students to complete the online registration form.

Have students go to www.iclicker.com, locate the registration form, and register their clicker. As a suggestion, require that your students complete the online registration form by a specified date.

**TIP**: Students can use a single **iClicker** 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.

## 3.2 Complete at least one polling session.

Before completing the web registration process, you must administer at least one polling session in class.

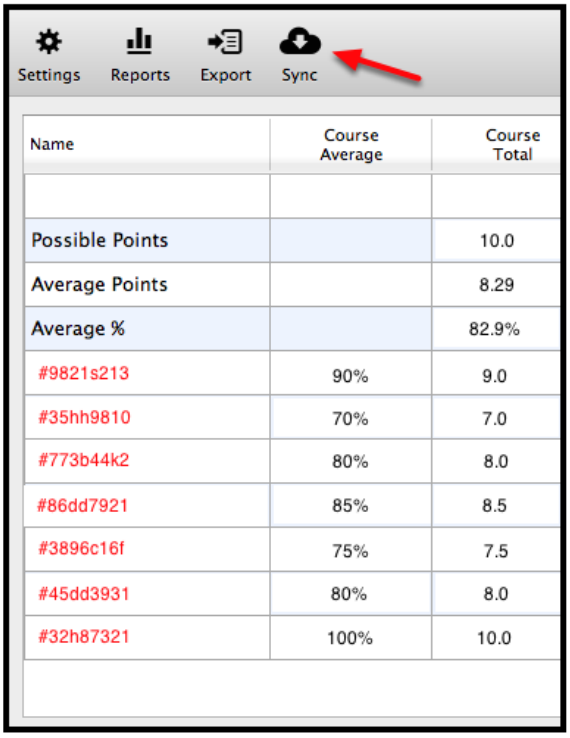
**NOTE:** If a student has not voted with their **iClicker** remote, the online registration will

not synchronize with the gradebook. 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.

## 3.3 Select your course and choose Open Gradebook.

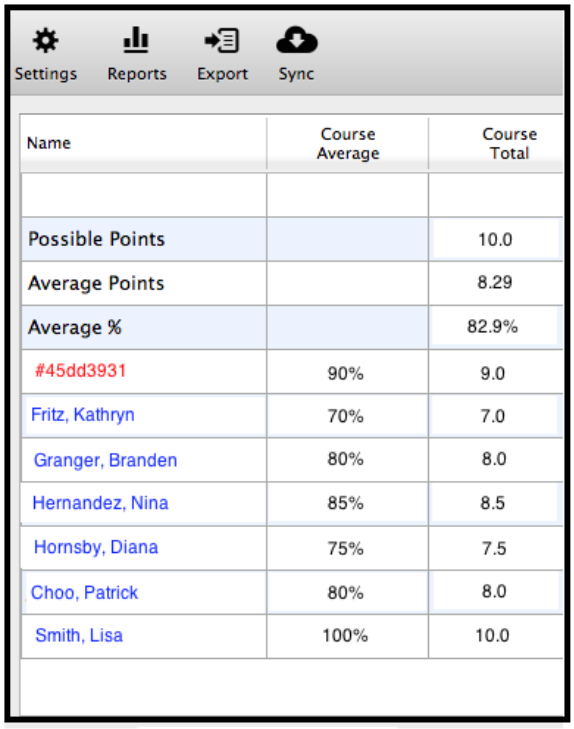
**IMPORTANT:** Perform this and the remaining steps only after your students complete the online registration process.

## 3.4 Choose to sync the roster with the online registration database.




| Name | Course Average | Course Total |
|---|---|---|
| | | |
| Possible Points | | 10.0 |
| Average Points | | 8.29 |
| Average % | | 82.9% |
| #9821s213 | 90% | 9.0 |
| #35hh9810 | 70% | 7.0 |
| #773b44k2 | 80% | 8.0 |
| #86dd7921 | 85% | 8.5 |
| #3896c16f | 75% | 7.5 |
| #45dd3931 | 80% | 8.0 |
| #32h87321 | 100% | 10.0 |

Figure 1 - Before Syncing




| Name | Course Average | Course Total |
|---|---|---|
| | | |
| Possible Points | | 10.0 |
| Average Points | | 8.29 |
| Average % | | 82.9% |
| #45dd3931 | 90% | 9.0 |
| Fritz, Kathryn | 70% | 7.0 |
| Granger, Branden | 80% | 8.0 |
| Hernandez, Nina | 85% | 8.5 |
| Hornsby, Diana | 75% | 7.5 |
| Choo, Patrick | 80% | 8.0 |
| Smith, Lisa | 100% | 10.0 |

Figure 2 - After Syncing

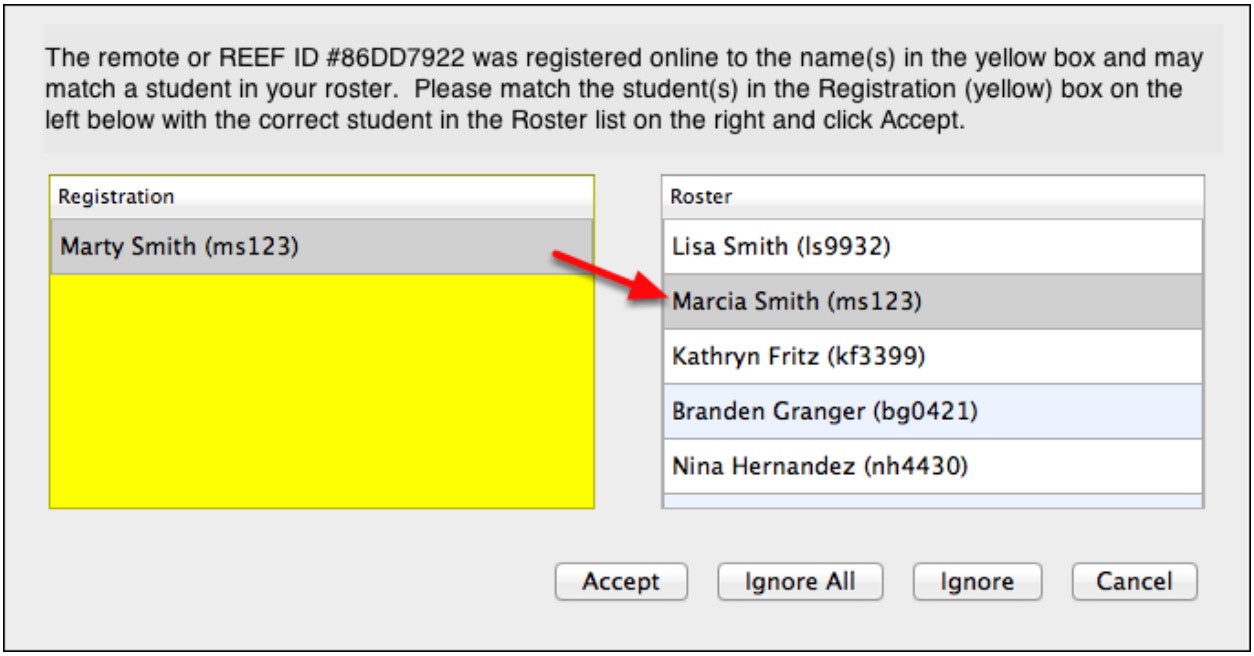
As you can see in Figure 1 before syncing, the **Name** fields show a device serial number in red (e.g., #45dd391) to indicate that those clickers are not connected to any students. One polling session is complete as reflected in the course average and course total results.

In Figure 2 after choosing **Sync**, most of the serial numbers have been replaced with the

student names appearing in blue (e.g., Patrick Choo) to show that those students are now associated with a clicker. Syncing pulls the information from the online registration database and matches the details against the serial numbers and roster.

**NOTE:** If any of the numbers still appear in red, the student info (name or ID) in the online database may not match the info in your roster.txt file or the student may not have registered. Manually complete the process by selecting that number in the roster to display a **Student Details** window. Simply choose to associate that clicker with a student in your roster file. Alternatively, use the in-class roll call method described in Step 4 to complete the process if there are several device numbers still shown in red.

## 3.5 Resolve any synchronization conflicts.




During the synchronization process, you may need to resolve any inconsistencies between your roster and the web registration database. For example, the student name may not be an exact match. As shown in the example above, the registration database

shows "**Marty**" and the roster shows "**Marcia**." However, this is the same student so select the corresponding roster entry and choose to accept.

If necessary, the program prompts you to resolve any conflicts. Your choices include:

- **Ignore**: no registration information is associated for that particular student
- **Accept**: connects the student name and remote ID in the registration database to the student entry in your roster
- **Cancel**: exits the synchronization process without making any changes

When you connect a student record, the student name and ID recorded in the roster.txt file is used in the gradebook.

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

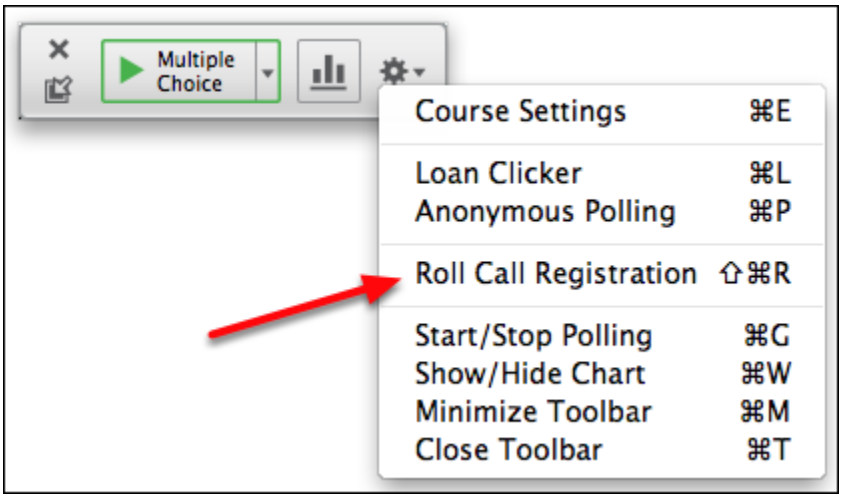
## 4. In-class roll call

Follow these instructions to complete the in-class roll call to connect the students in your roster to the corresponding clicker. Recommended for classes with fewer than 50 students.

### 4.1 Select your course and choose Start New Session.

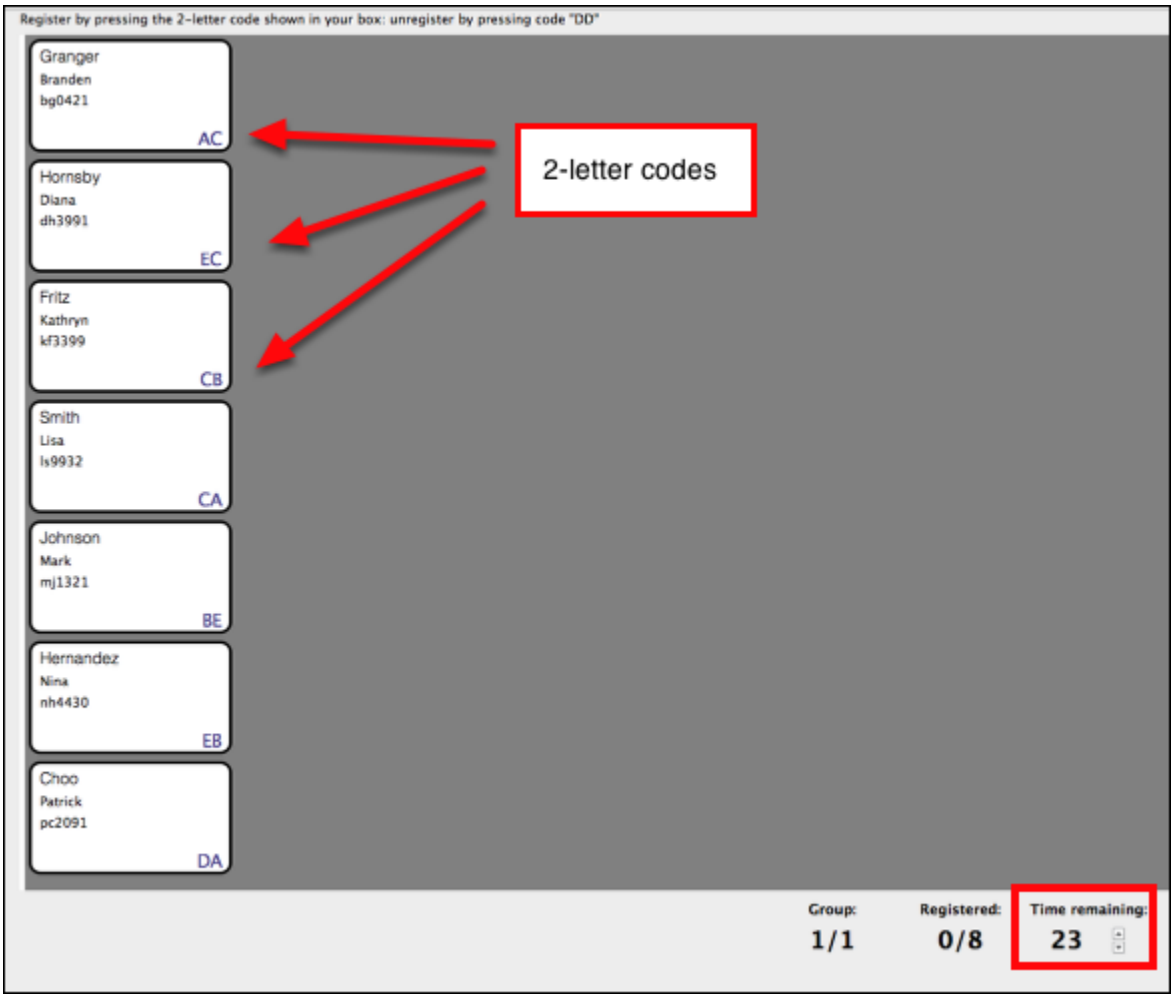
When you choose to start a new session, the **iClicker Classic Session Toolbar** appears.

## 4.2 Choose the Roll Call Registration option.




Choose the **Roll Call Registration** option by selecting the **Options (gear)** button on the **Session Toolbar.**

4.3 Instruct students to use their clickers to enter the 2-letter code next to their name.




A roll call window appears showing each student name, ID, and a 2-letter code. By default, the block flashes green to show the code was received. The block then turns grey to show the remote has been registered.

If there are more students in your course than will fit on the screen, the screen moves to the next page when the timer reaches zero. The program cycles through all of the

students until you close this window.

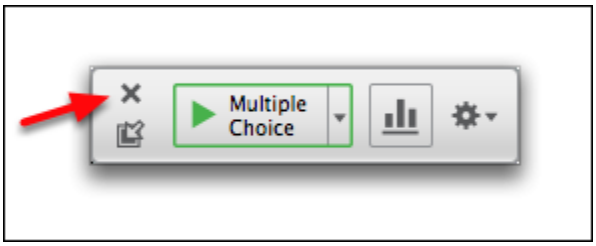
**NOTE:** If you are using the roll call method with the web registration process, those students who are already connected to a device appear on a grey background with the device number shown instead of a code. The student names appearing on a white background are not yet registered and must enter the code.

You can choose to change the setting for the roll call process. For example, you can have the student names disappear from the window (vs. turn green) after a code is entered.

**TIP**: Students who accidentally register their clicker remote to the wrong name should press **DD** on the remote to clear the incorrect registration and then re-enter the correct code.

## 4.4 Close the roll call window when you are finished.

## 4.5 Close the Session Toolbar.



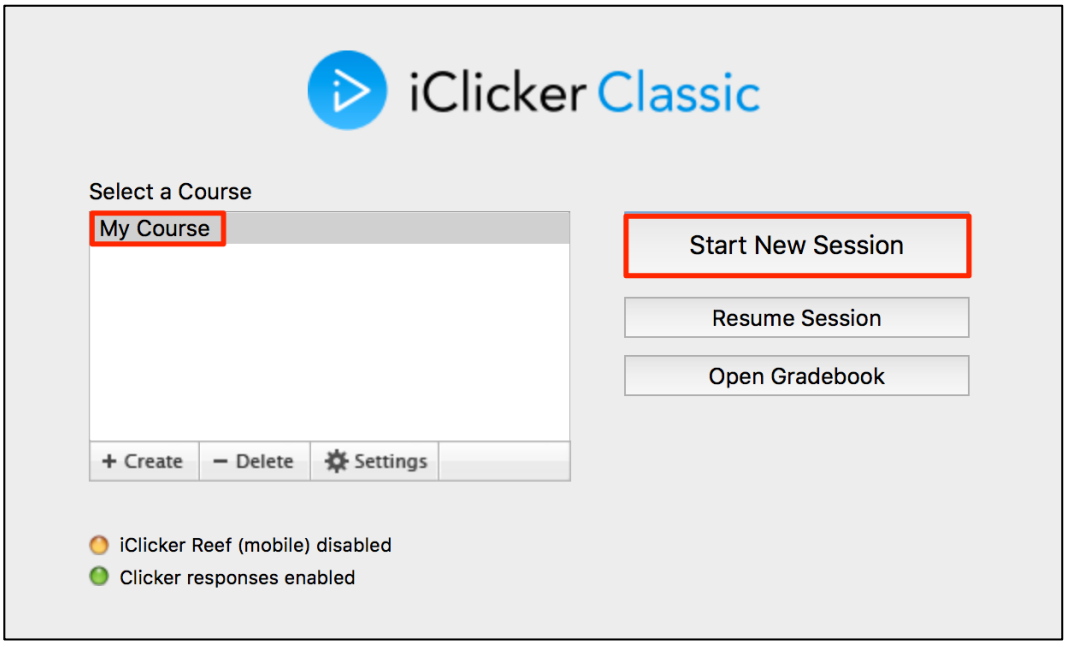

If you plan to administer a poll immediately after registering students, you do not need to close the toolbar. Continue with your class and present polls to your students.

# Use iClicker Classic in Class

## Poll students

*Engage your students in interactive polls during class or use **iClicker Classic** to administer a quiz. Follow the steps provided here to poll students.*

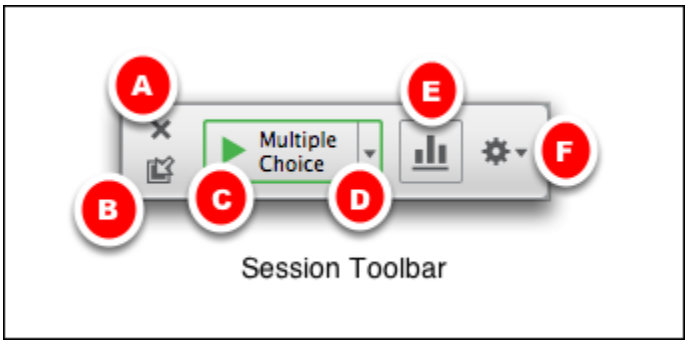
### 1. Select a course and choose to start a new session.




The **Session Toolbar** appears in the top left corner of your computer screen (as shown below). You can reposition the toolbar anywhere on your desktop. The floating toolbar allows you to run **iClicker Classic** with your presentation application(s). For example, if you use PowerPoint or Keynote, both your presentation and the **iClicker Classic** toolbar will be active. The toolbar floats on top of other applications, such as Word,

Acrobat, web browsers, etc. iClicker Classic will take a screen shot of your desktop when polling is started. The screen shot can be viewed in gradebook when polling is over.

**IMPORTANT:** The **Start New Session** and **Resume Session** options are enabled only if a base station is attached to your computer.




The **Session Toolbar** includes options to perform the following:

**A** - Close or end the session

**B** - Minimize and maximize the toolbar

**C** - Start/stop a poll

**D** - Select the question type

**E** - Show/hide the results chart

**F** - Display the Options menu

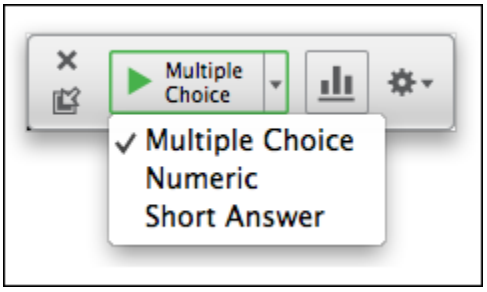
## 2. Instruct your students to turn on their devices.

**NOTE:** If your base station is not set to the default frequency **AA**, instruct students to change the channel on their **iClicker** devices.

## 3. Present a question to the class.

Present questions to the class verbally or using a projector. You can use any program (e.g., PowerPoint, Keynote, Google Docs, Word, Acrobat, etc.) to present a question to the class. Or, you may choose to verbally present a question. Simply state the question and answers choices.

## 4. Select the question type (if necessary).




Select the question type from the **Session Toolbar** (if necessary) to match the question presented to the class.

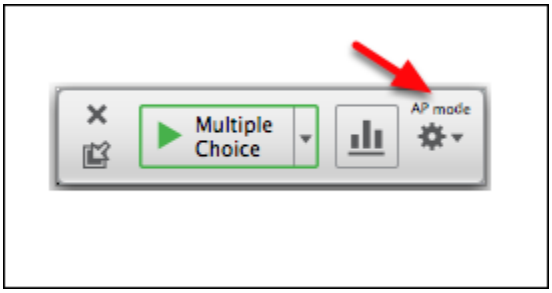
## 5. Set the polling mode.

**iClicker Classic** supports two polling modes--**record voting results** and **anonymous**. The default mode is set to record voting results. You can switch between the modes before you start each question. Select the mode if it is not already set properly for the question. Use the **Options** (gear) menu to turn anonymous polling on/off.

**TIP:** Anonymous polling questions are ideal, in that, students can respond to sensitive questions without worrying that you can link their responses to their student IDs later. Answers are not associated with a name or ID. Rather, the gradebook results for each student shows an "X" instead of the actual response for that question.

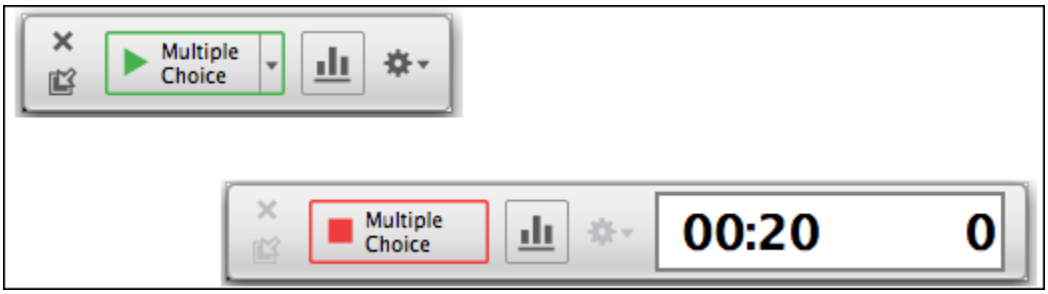
**iClicker Classic** does capture the cumulative results so that you know how many

students voted for each answer. Participation points may be assigned for these questions. However, the program does not assign performance points since there are no correct answers.




The label **AP mode** appears on the toolbar indicating the **Anonymous Polling** mode is enabled. No label appears when student results are recorded.

## 6. Press Start (>) to begin a poll.




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. You can choose to show or hide the results during a poll by pressing the **Chart** button. All other options are disabled during a poll.

**TIP:** The base station LCD shows the polling results for an active poll. The information shown depends on the base station display settings.

**NOTE: iClicker Classic** begins collecting votes after you select the **Start** button. On the **iClicker 1** or **iClicker +** remotes, a green **Vote Status** light (next to each button) on the students' remotes indicates a response has been successfully recorded. On the **iClicker 2** remote, a checkmark on the LCD screen indicates that a response has been successfully recorded.

## 7. Press Stop on the toolbar to end a poll.

**NOTE: iClicker Classic** stops collecting votes when you choose the **Stop** button. If students attempt to vote when polling is not active, on **iClicker 1** and **iClicker +** remotes, the **Vote Status** light (next to each button) flashes red. On the **iClicker 2** remotes, a closed session symbol appears on the LCD screen.

## 8. Choose to view the polling results.

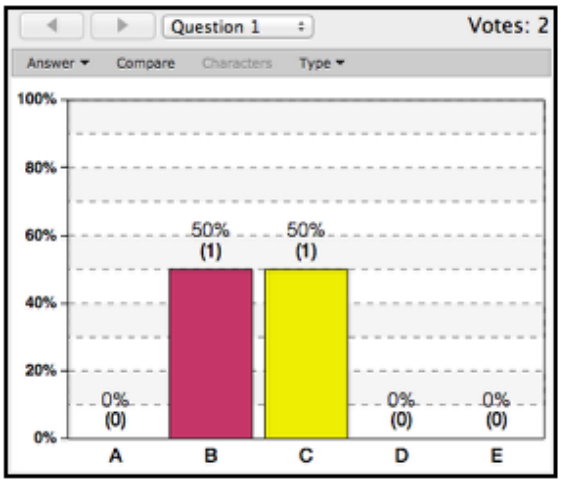



Figure 1 - before correct answer set

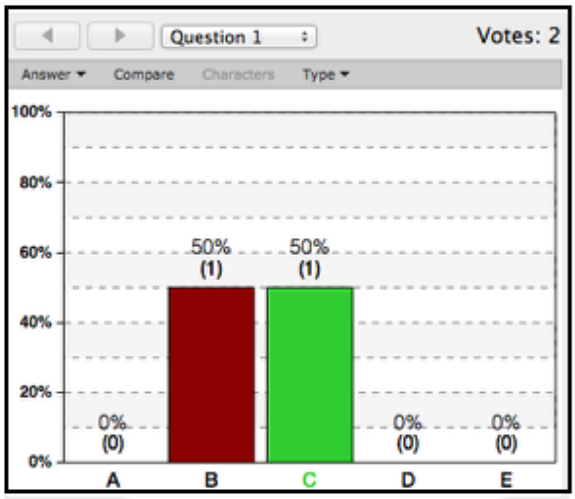



Figure 2 - after correct answer selected

You can choose to show the polling results during or after a poll. Simply select on a bar to select/deselect it as the correct response. Alternatively, choose the correct response from the **Answer** pop-up menu in the top, left corner of the chart window. Before selecting an answer, each bar appears in a different color. After choosing the answer, the correct answer bar appears in green and the other bars appear in red.

Close the window when you are finished viewing the results.

**TIP:** The chart window includes many options for viewing student results. You can change the default chart settings using the **Course Settings** option.

## 9. Repeat Steps 3 - 8 for each new question.

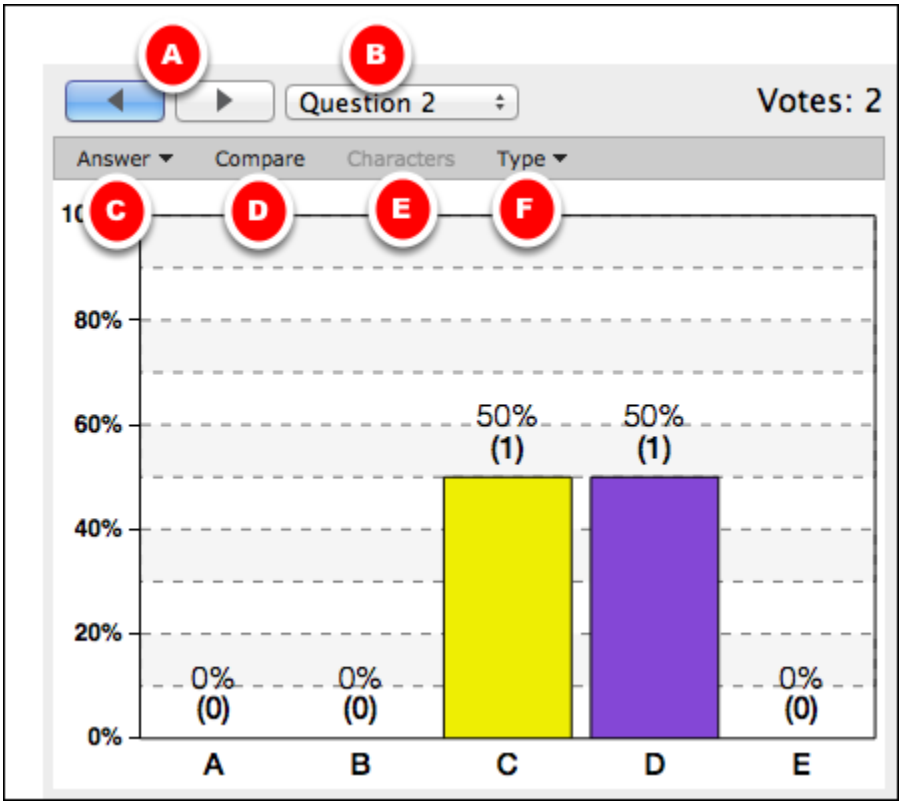
## 10. End the session when you finish asking questions.

Select the **Close** (**X**) button on the toolbar or choose **Close Toolbar** from the **Options** (gear) menu. The program ends the session, stores the student responses in the gradebook, and displays the **iClicker Classic** home screen with your courses.

# Use the chart options to view the polling results

*Display the results chart during a poll or after you stop accepting votes. The program provides several options for viewing the results. For example, you can view multiple charts to compare results to another question. Other options let you set the correct answer, change the chart view, and move from question to question.*

## Review the options provided in the Results Chart window.



Use the controls in the **Results Chart** window to:

**A** - Move to the results for the next or previous question

**B** - Move to the results for a specific question

**C** - Select the correct answer (or choose the corresponding letter choice or bar)

**D** - Display a second chart window to compare question results

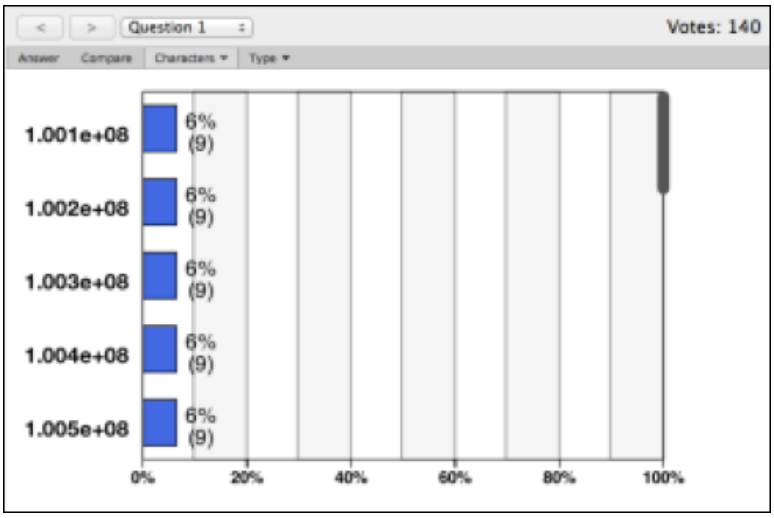
**E** - Set the number of significant digits -- 1-8 for numeric response questions or 1-16 for short answer

**F** - Set the graph type (bar chart-vertical or bar chart-horizontal)

Select the **Close** button on the window to close the **Results Chart** window.

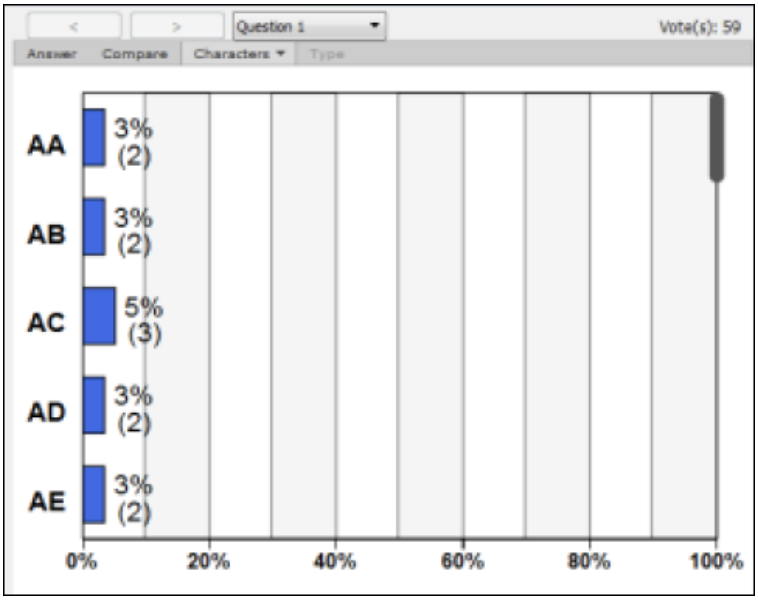
**TIP**: Press the **B** button on the instructor remote to show/hide the results chart. Press the **E** button on your remote to cycle through the choices to designate a correct answer.

## Numeric Response



For numeric results charts, the results appear on a vertical bar chart in numeric order (default) or a histogram. Choose **Answer** to select one or more correct responses. Select **Characters** to set the number of significant figures, or characters, to show in the chart.

## Short Answer



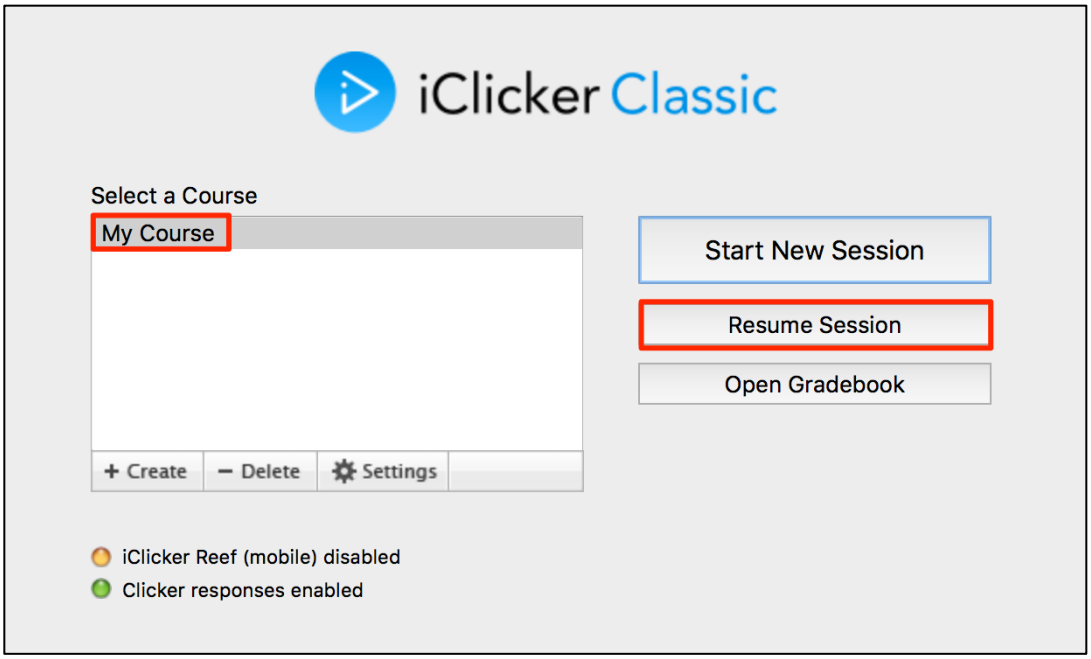

Short answer (alphanumeric) results charts can only be viewed as a vertical bar chart. To view more results, drag the scroll bar down. Select the **Characters** menu to change the number of characters that appear on the chart.

**TIP**: Changing the number of characters is particularly useful for ranking and grouping responses. For example, three students provide the following answers to a ranking question: **ABCDE**, **ABEDC**, **BCEDA**. With five or more significant characters selected, each of these answers appears separately in the bar chart. By changing the significant characters to one, you can group the students by their first choice. In this example, changing the significant characters to one displays two bars on the chart.

# Resume a session

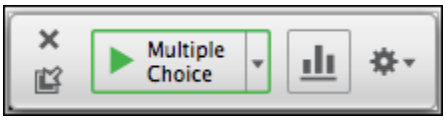
*The **Resume Session** option is useful if you accidentally end a session or could not finish a session during class and want to continue the session another day. Choose **Resume Session** to resume the most recent session.*

## 1. Select a course and choose to resume a session.




The **iClicker Classic** program resumes the most recent session and displays the **Session Toolbar.**

2. Continue the polling session.




The program appends results for additional questions into the gradebook for the most recent session.

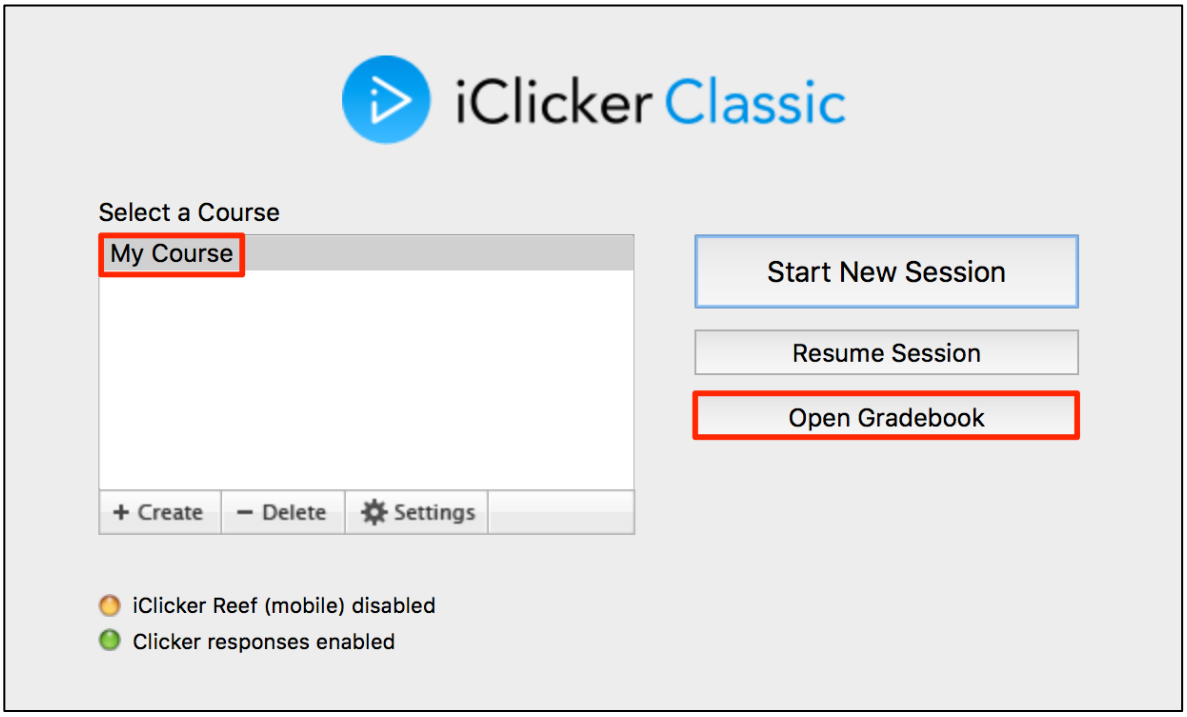
3. End the session when you finish polling your students.

# *Grade and View Student Results*

## Take a quick look at the gradebook

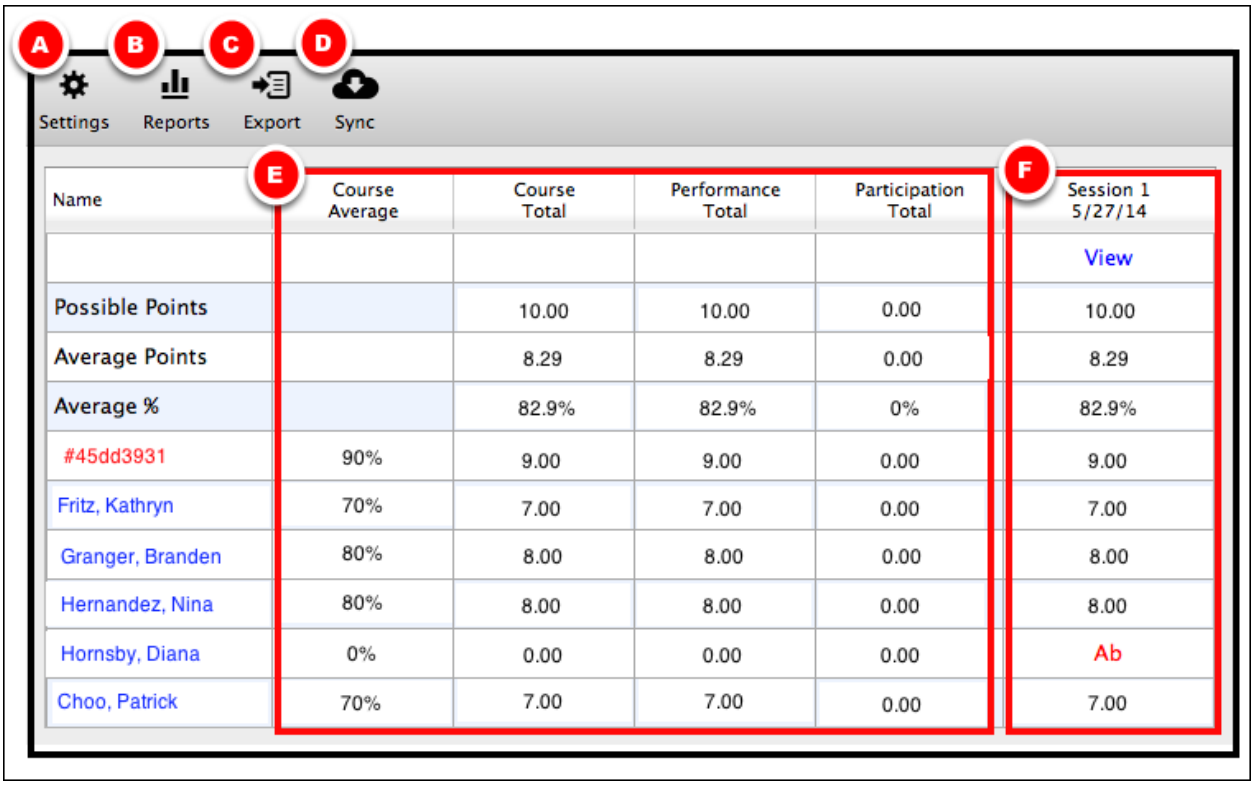
*The **iClicker Classic** gradebook provides access to all of the polling results for a course. Here you can view student results, edit performance/participation points, manage unregistered clickers, generate reports, and export results.*

1. Select a course and choose to open the gradebook.




Simply choose a course and select **Open Gradebook** to view/edit the polling results for your students.

## 2. Review the gradebook options and student results data.




| Name | Course Average | Course Total | Performance Total | Participation Total | Session 1 5/27/14 |
|---|---|---|---|---|---|
| | | | | | View |
| Possible Points | | 10.00 | 10.00 | 0.00 | 10.00 |
| Average Points | | 8.29 | 8.29 | 0.00 | 8.29 |
| Average % | | 82.9% | 82.9% | 0% | 82.9% |
| #45dd3931 | 90% | 9.00 | 9.00 | 0.00 | 9.00 |
| Fritz, Kathryn | 70% | 7.00 | 7.00 | 0.00 | 7.00 |
| Granger, Branden | 80% | 8.00 | 8.00 | 0.00 | 8.00 |
| Hernandez, Nina | 80% | 8.00 | 8.00 | 0.00 | 8.00 |
| Hornsby, Diana | 0% | 0.00 | 0.00 | 0.00 | Ab |
| Choo, Patrick | 70% | 7.00 | 7.00 | 0.00 | 7.00 |

When you open a gradebook, **iClicker Classic** displays a window that shows your student roster, summary data, and session results. The summary data includes the course average, course total points possible, performance total points, and participation total points.

**A** - Change the default **Scoring** settings for all new sessions

**B** - Generate session and summary reports

**C** - Export session results to a general- or LMS-formatted file

**D** - Synchronize unregistered clickers

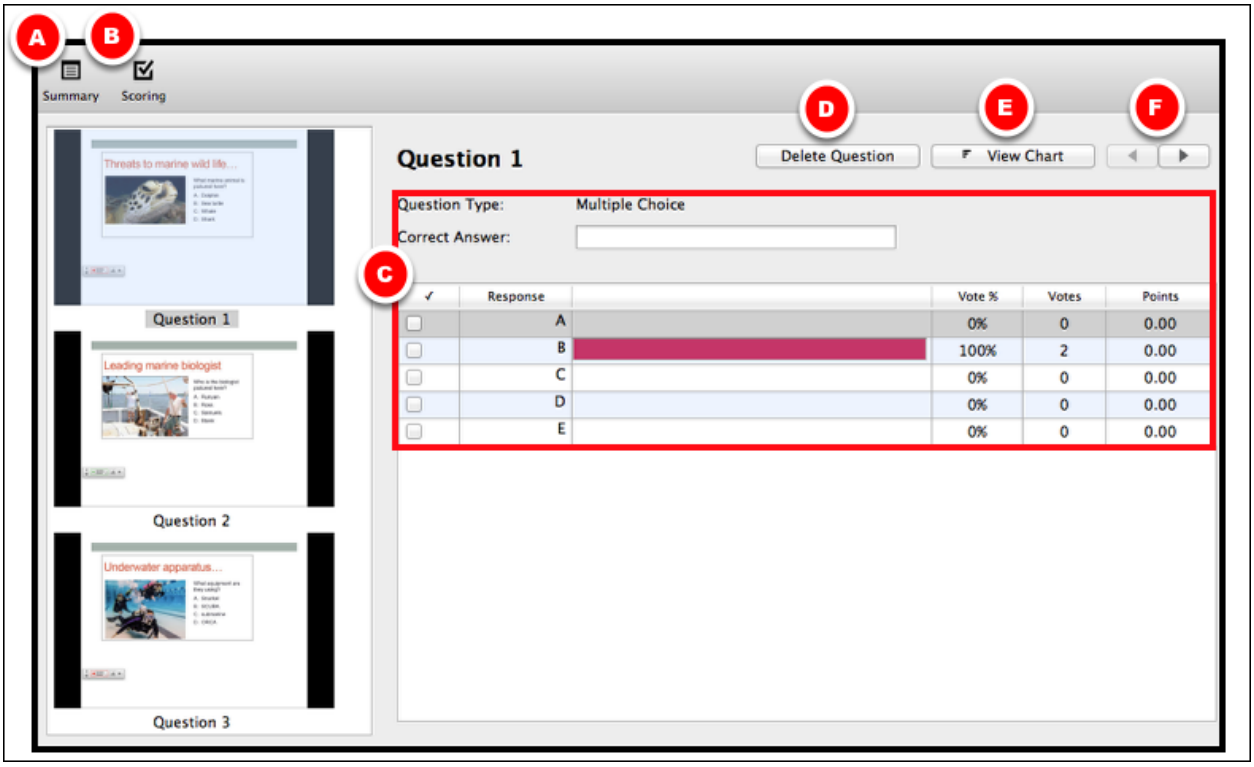
**E** - Summary results data for all sessions

**F** - Session results (session summary and student scores) -- **Ab** indicates student absent and/or did not respond to any questions in that session

**NOTE:** If you are set up to sync with an LMS, two buttons appear--**Sync Roster** and **Sync Scores**.

**NOTE**: Students using iClicker Reef mobile app will appear as "Unknown REEF User" in your roster until a) they have entered their student ID (as it appears in your roster) in their REEF profile and b) you have synchronized your roster by clicking the "Sync" icon.

## 3. Review the session details window.



When you choose the **View** option for a session, a **Session Details** window appears as shown in the example above. A screen capture is shown for each of the questions presented during a session.

**A** - View the session summary, change the session name, and delete a session

**B** - View/edit the session scoring (performance and participation points)

**C** - Set the correct response, view voting details, and specify performance points awarded for the selected question

**D** - Delete current question (marks question as deleted and removes from results calculations)

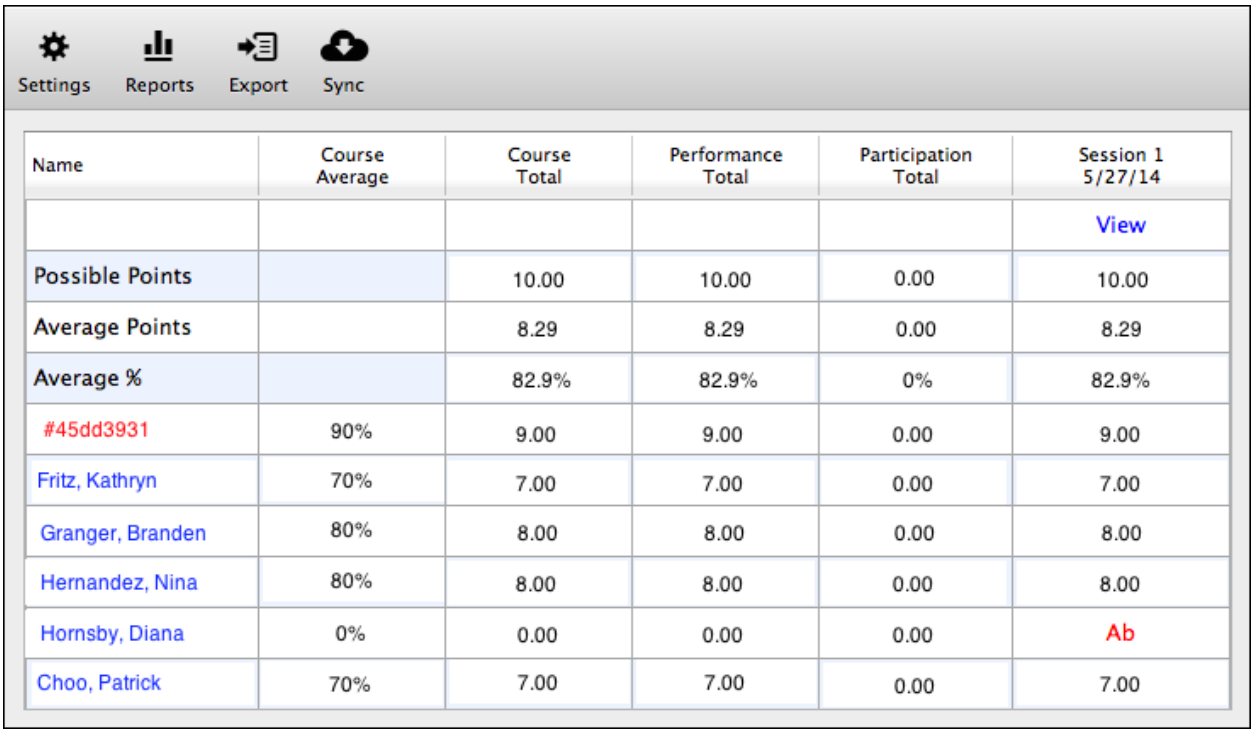
**E** - View a results chart for a question

**F** - Move to next and previous questions

# View session results, set correct responses, and update points awarded

*After you complete a session, use the gradebook to view the results for a polling session.*
*If you already set correct responses during the session, it is not necessary to make those updates now. However, if you did not indicate some or all of the correct responses, you must assign correct answers before students receive points for their responses.*
*If you did not set the default scoring settings, adjust the scores following these instructions.*
*Make changes to the points for one question, a few, or all of them. For example, upon review you can assign more points for an especially difficult question.*

## 1. Open the course gradebook and review session results.




| Name | Course Average | Course Total | Performance Total | Participation Total | Session 1 5/27/14 |
|---|---|---|---|---|---|
| | | | | | View |
| Possible Points | | 10.00 | 10.00 | 0.00 | 10.00 |
| Average Points | | 8.29 | 8.29 | 0.00 | 8.29 |
| Average % | | 82.9% | 82.9% | 0% | 82.9% |
| #45dd3931 | 90% | 9.00 | 9.00 | 0.00 | 9.00 |
| Fritz, Kathryn | 70% | 7.00 | 7.00 | 0.00 | 7.00 |
| Granger, Branden | 80% | 8.00 | 8.00 | 0.00 | 8.00 |
| Hernandez, Nina | 80% | 8.00 | 8.00 | 0.00 | 8.00 |
| Hornsby, Diana | 0% | 0.00 | 0.00 | 0.00 | Ab |
| Choo, Patrick | 70% | 7.00 | 7.00 | 0.00 | 7.00 |

The gradebook shows the possible points for each session, average points, and average percent score.

To review the session results, scroll through the student responses. The points shown include the earned performance points and participation points (if any). An **Ab** indicates that the student was absent or did not respond to any of the questions.

Student names appear in blue if a clicker is registered to that student. Any unregistered clickers (e.g., #45dd391) appear in red. Results are recorded for unregistered clickers and can be assigned to a student after a polling session. Select (double-click) an unregistered clicker to assign the clicker to a student.

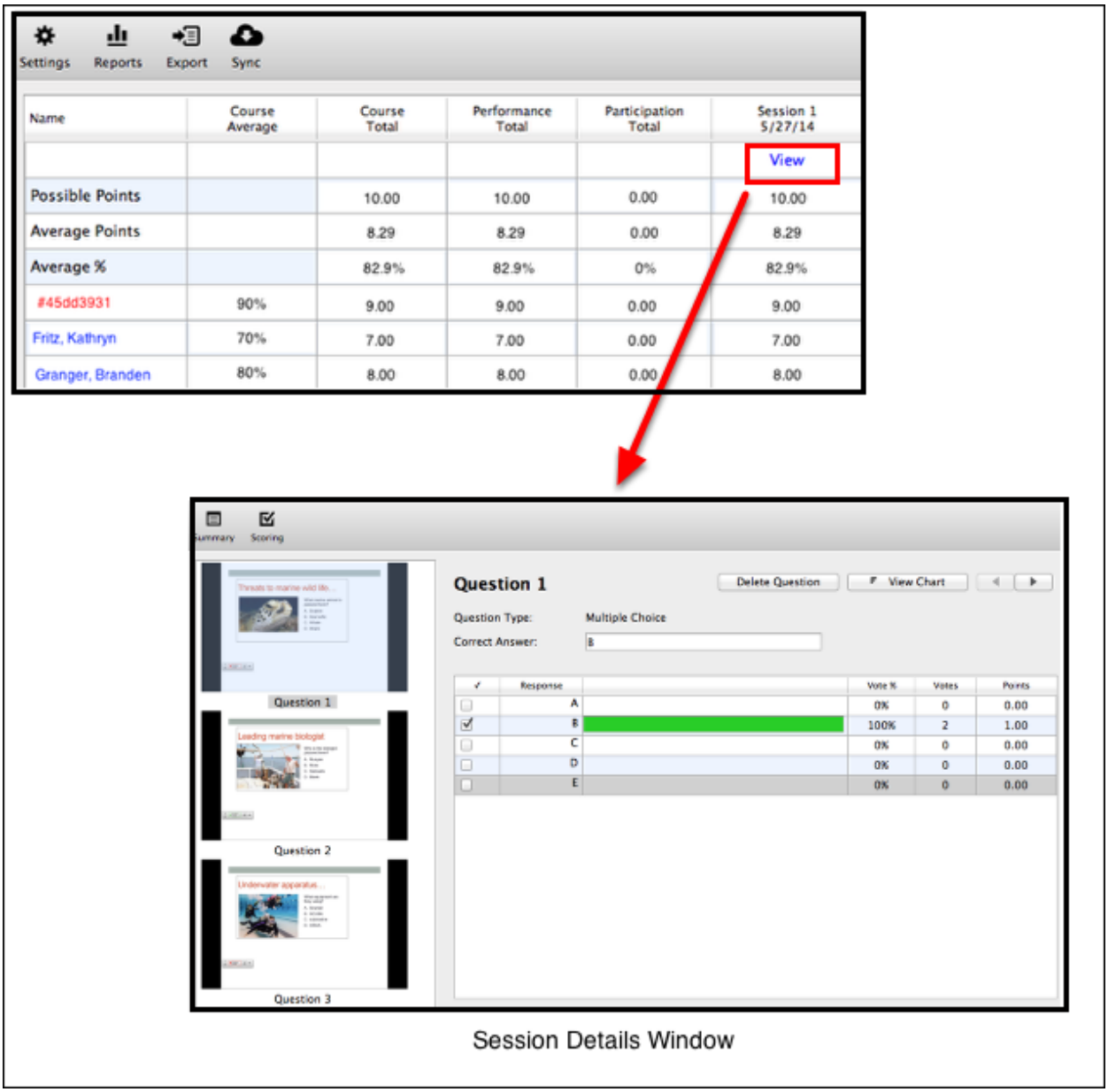
**NOTE:** You cannot use the gradebook to manually edit an individual student's results.

If you export results to an LMS or another gradebook, you can change them using that program.

## 2. Review/update the correct responses for a session.

To assign points for a polling session, you must identify the correct responses. If you did not select the answers during the poll, follow these instructions.

## 2.1 Choose View to display the Session Details window.




Session Details Window

Locate the session in the gradebook and select the corresponding **View** option.

### 2.2 Select the correct response for each question.

While viewing the question details, you can change the points awarded for a single question by selecting (double-clicking) the points shown for a correct response. However, refer to the instructions in Step 3 to change the points for all of the questions in a session.

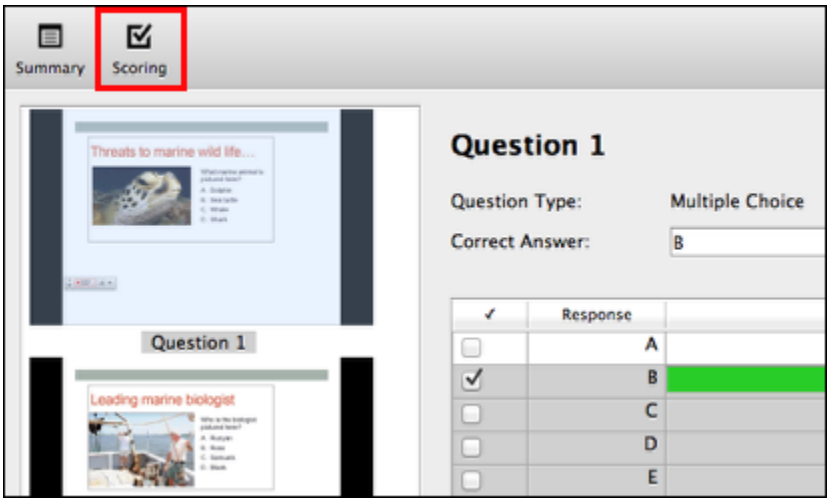
**TIPS:**

- Choose **Delete Question** to remove a question. The question is still shown, but the results are not used in the student or summary results calculations after the question is deleted.
- Choose **Undelete Question** if you accidentally delete a question or want to include the results for a deleted question in the summary calculations.
- Double-click a screen capture image to view it in full-screen mode.
- Select **Summary** to view a session summary or edit a session title.

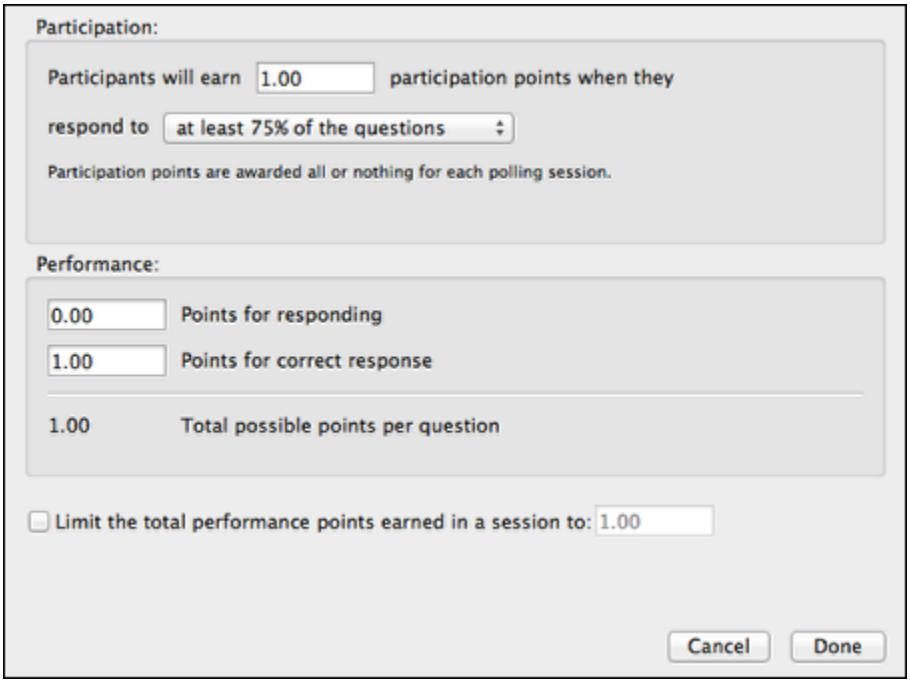
## 3. Update the point settings for all questions in a session.

If you have not specified the performance points and participation points, you can change the point settings and apply them to all of the questions in a session.

3.1 Select the Scoring option in the Session Details window.




3.2 Set the participation and performance point settings.



**IMPORTANT:** Any changes made here in the **Session Scoring** window apply only to the current session. Use the **Settings** option on the gradebook home page to change the default settings for any NEW sessions.

**Participation points:** Awarded to students who attend and vote during lecture (encouraging student engagement). To earn the session participation points, students must respond to a certain percentage of questions in a session. Depending upon the total number of questions, **iClicker Classic** automatically calculates the minimum number of responses needed. Example: If you select the ***all but one question*** option and there were 10 questions in a session, a student must respond to at least 9 of the 10 questions (correctly or incorrectly) to earn the participation points.

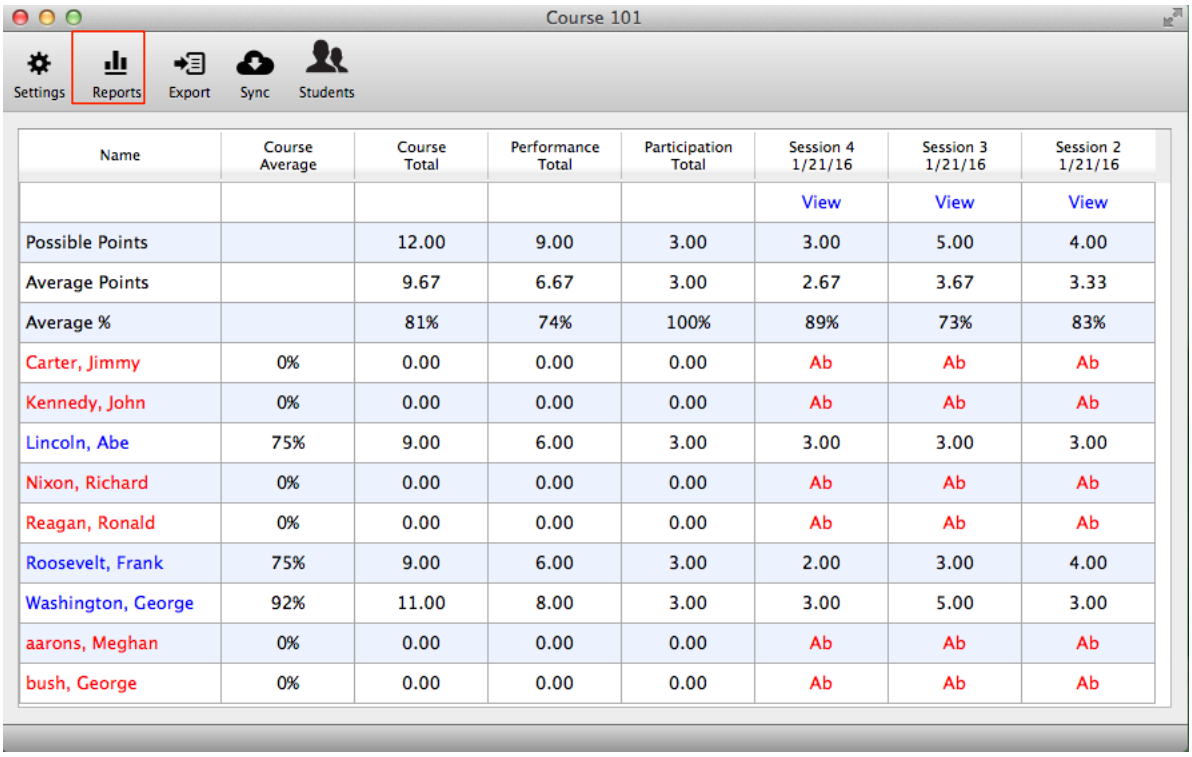
**Performance points:** Awarded to students by question for specific answers. Set the number of points earned for students who respond and/or select a correct response. You may also choose to set a limit for the total performance points awarded in a session.

## 4. Close the Session Details window to save the changes.

# Generate reports

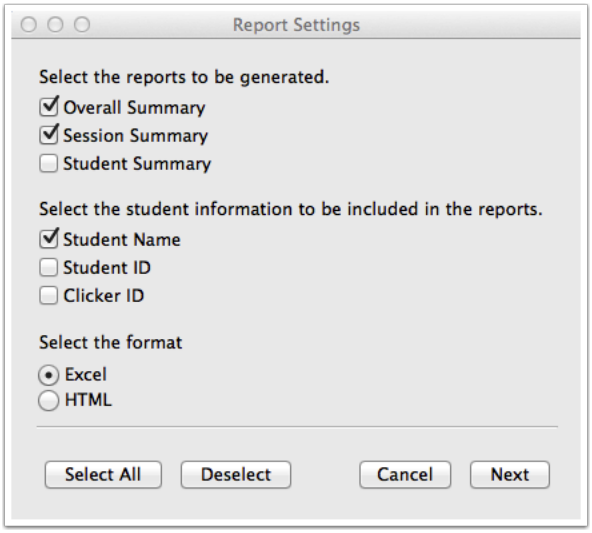
*Using **iClicker Classic** you can prepare overall, session, and student summary reports. Reports can be saved in Excel or HTML format (with version 7.5.0 and above).*
***NOTE:** Microsoft Excel or another spreadsheet program capable of reading .xlsx formatted files is required if you choose to save as Excel. Use a spreadsheet application to open, review, print, and update the results.*

## 1. Open the course gradebook and choose the Reports option



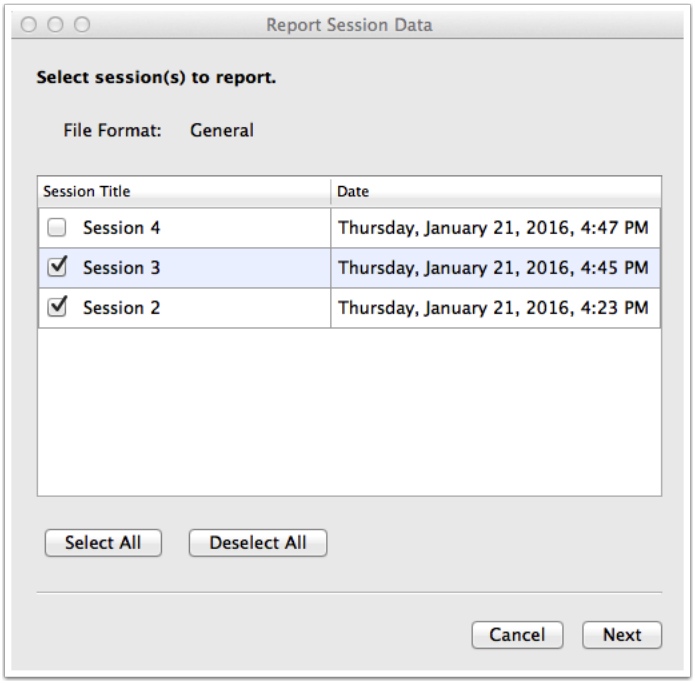

| Name | Course Average | Course Total | Performance Total | Participation Total | Session 4 1/21/16 | Session 3 1/21/16 | Session 2 1/21/16 |
|---|---|---|---|---|---|---|---|
| | | | | | View | View | View |
| Possible Points | | 12.00 | 9.00 | 3.00 | 3.00 | 5.00 | 4.00 |
| Average Points | | 9.67 | 6.67 | 3.00 | 2.67 | 3.67 | 3.33 |
| Average % | | 81% | 74% | 100% | 89% | 73% | 83% |
| Carter, Jimmy | 0% | 0.00 | 0.00 | 0.00 | Ab | Ab | Ab |
| Kennedy, John | 0% | 0.00 | 0.00 | 0.00 | Ab | Ab | Ab |
| Lincoln, Abe | 75% | 9.00 | 6.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| Nixon, Richard | 0% | 0.00 | 0.00 | 0.00 | Ab | Ab | Ab |
| Reagan, Ronald | 0% | 0.00 | 0.00 | 0.00 | Ab | Ab | Ab |
| Roosevelt, Frank | 75% | 9.00 | 6.00 | 3.00 | 2.00 | 3.00 | 4.00 |
| Washington, George | 92% | 11.00 | 8.00 | 3.00 | 3.00 | 5.00 | 3.00 |
| aarons, Meghan | 0% | 0.00 | 0.00 | 0.00 | Ab | Ab | Ab |
| bush, George | 0% | 0.00 | 0.00 | 0.00 | Ab | Ab | Ab |

## 2. Specify the options and choose to prepare a report




You can choose an overall summary report, session summary reports, and/or student summary reports. You can include student name, student ID, and/ or clicker ID. Reports can be formatted as Excel or HTML reports.

## 2.1 Select the session(s) to appear in the report(s)



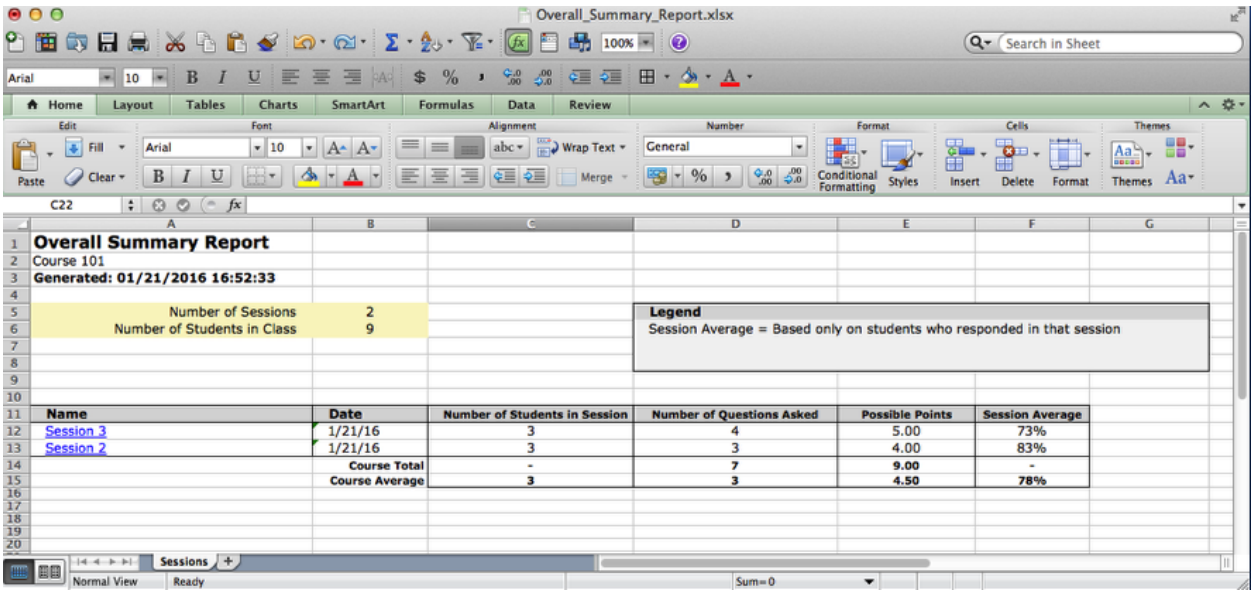

## 2.2 Choose where you would like to save your report(s)

By default, reports are saved in the Reports folder located inside the class folder.

# 3. Open and view reports

## 3.1 Overall Summary Report

The overall summary report shows a summary of sessions for the course, including the number of students who voted in class and the number of questions asked. If you also generated session summary reports, the sessions listed in the Name column will appear as hyperlinks. Clicking on the hyperlink will open the respective session summary report.



Overall_Summary_Report.xlsx

**Overall Summary Report**

Course 101

**Generated: 01/21/2016 16:52:33**

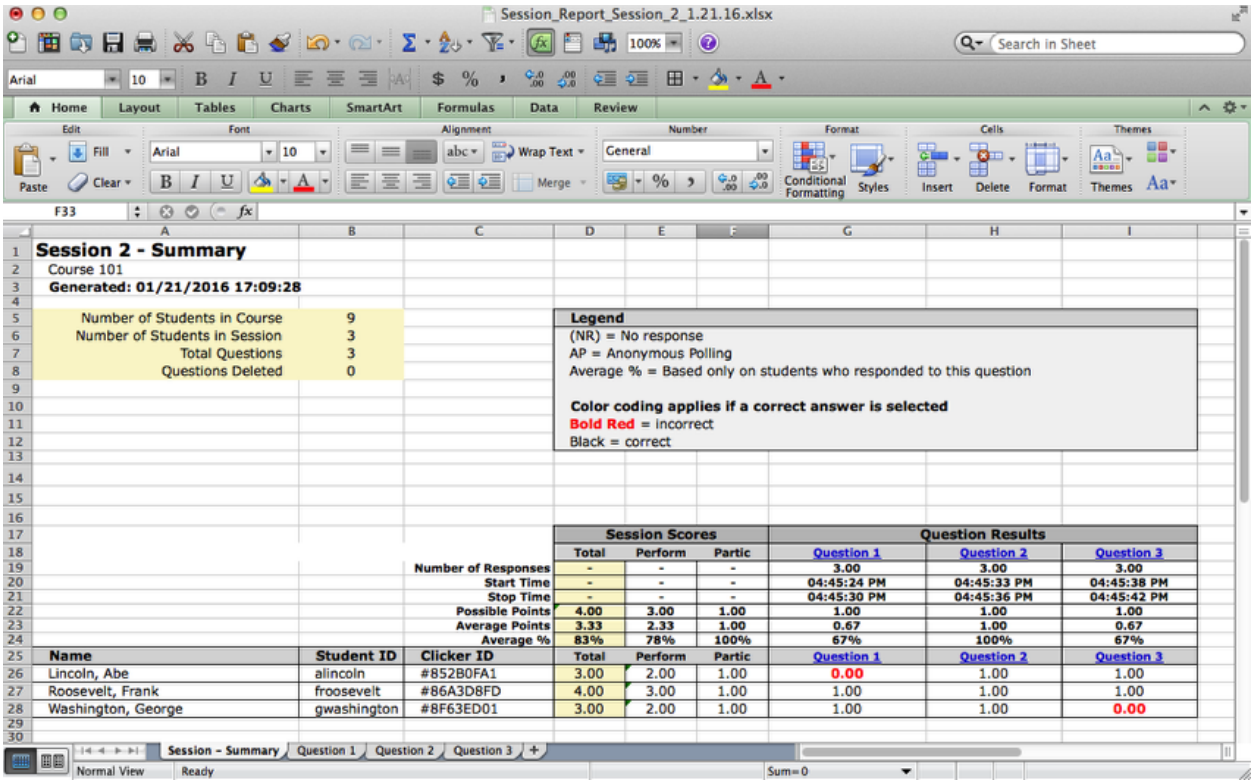
| | |
|---|---|
| Number of Sessions | 2 |
| Number of Students in Class | 9 |

**Legend**

Session Average = Based only on students who responded in that session

| Name | Date | Number of Students in Session | Number of Questions Asked | Possible Points | Session Average |
|---|---|---|---|---|---|
| Session 3 | 1/21/16 | 3 | 4 | 5.00 | 73% |
| Session 2 | 1/21/16 | 3 | 3 | 4.00 | 83% |
| | **Course Total** | **-** | **7** | **9.00** | **-** |
| | **Course Average** | **3** | **3** | **4.50** | **78%** |

## 3.2 Session Summary Report



**Session 2 - Summary**

Course 101

**Generated: 01/21/2016 17:09:28**

| | |
|---|---|
| Number of Students in Course | 9 |
| Number of Students in Session | 3 |
| Total Questions | 3 |
| Questions Deleted | 0 |

**Legend**

(NR) = No response
AP = Anonymous Polling
Average % = Based only on students who responded to this question

**Color coding applies if a correct answer is selected**
**Bold Red** = incorrect
Black = correct

| | | | Session Scores | | | Question Results | | |
|---|---|---|---|---|---|---|---|---|
| | | | Total | Perform | Partic | Question 1 | Question 2 | Question 3 |
| | | Number of Responses | - | - | - | 3.00 | 3.00 | 3.00 |
| | | Start Time | - | - | - | 04:45:24 PM | 04:45:33 PM | 04:45:38 PM |
| | | Stop Time | - | - | - | 04:45:30 PM | 04:45:36 PM | 04:45:42 PM |
| | | Possible Points | 4.00 | 3.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | | Average Points | 3.33 | 2.33 | 1.00 | 0.67 | 1.00 | 0.67 |
| | | Average % | 83% | 78% | 100% | 67% | 100% | 67% |
| **Name** | **Student ID** | **Clicker ID** | **Total** | **Perform** | **Partic** | **Question 1** | **Question 2** | **Question 3** |
| Lincoln, Abe | alincoln | #852B0FA1 | 3.00 | 2.00 | 1.00 | **0.00** | 1.00 | 1.00 |
| Roosevelt, Frank | froosevelt | #86A3D8FD | 4.00 | 3.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Washington, George | gwashington | #8F63ED01 | 3.00 | 2.00 | 1.00 | 1.00 | 1.00 | **0.00** |

The session summary report gives a more detailed view of a session, including information about students in the course and in the session. Information for each question in the session is also available. Click on the question tabs in the reports (or question hyperlinks) to see specific information for the question.

Session_Report_Session_2_ ×

Diana Mosley

file:///Users/dmosley/Desktop/iclicker%207.5.0%20UAT/Classes/Course%20101/Reports/Session_Report_Session_2_1.22.16.htm

## Session 2- Summary

Course 101

**Generated: 01/22/2016 12:46:47**

| | |
|---|---|
| Number of Students in Course | 9 |
| Number of Students in Session | 3 |
| Total Questions | 3 |
| Questions Deleted | 0 |

**Legend**

(NR) = No response

AP = Anonymous Polling

Average % = Based only on students who responded to this question

**Color coding applies if a correct answer is selected**

**Bold Red** = incorrect

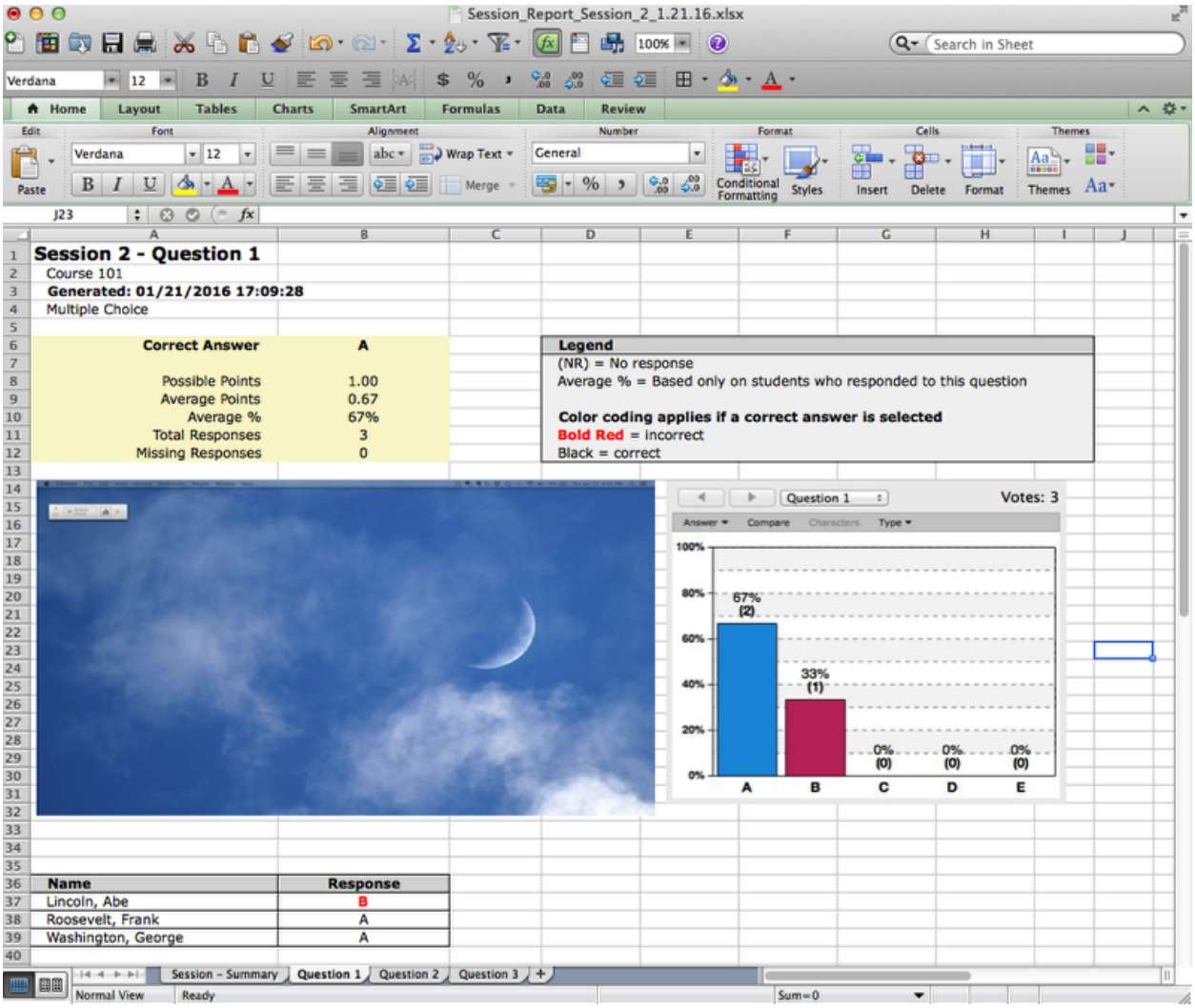
Black = correct

| | | | Session Scores | | | Question Results | | |
|---|---|---|---|---|---|---|---|---|
| | | | **Total** | **Perform** | **Partic** | **Question 1** | **Question 2** | **Question 3** |
| | | **Number of Responses** | **-** | **-** | **-** | **3** | **3** | **3** |
| | | **Start Time** | **-** | **-** | **-** | **04:45:24 PM** | **04:45:33 PM** | **04:45:38 PM** |
| | | **Stop Time** | **-** | **-** | **-** | **04:45:30 PM** | **04:45:36 PM** | **04:45:42 PM** |
| | | **Possible Points** | **4.00** | **3.00** | **1.00** | **1.00** | **1.00** | **1.00** |
| | | **Average Points** | **3.33** | **2.33** | **1.00** | **0.67** | **1.00** | **0.67** |
| | | **Average %** | **83%** | **78%** | **100%** | **67%** | **100%** | **67%** |
| **Name** | **Student ID** | **Clicker ID** | **Total** | **Perform** | **Partic** | **Question 1** | **Question 2** | **Question 3** |
| Lincoln, Abe | alincoln | #852B0FA1 | 3.00 | 2.00 | 1.00 | **0.00** | 1.00 | 1.00 |
| Roosevelt, Frank | froosevelt | #86A3D8FD | 4.00 | 3.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Washington, George | gwashington | #8F63ED01 | 3.00 | 2.00 | 1.00 | 1.00 | 1.00 | **0.00** |

Session - Summary | Question 1 | Question 2 | Question 3

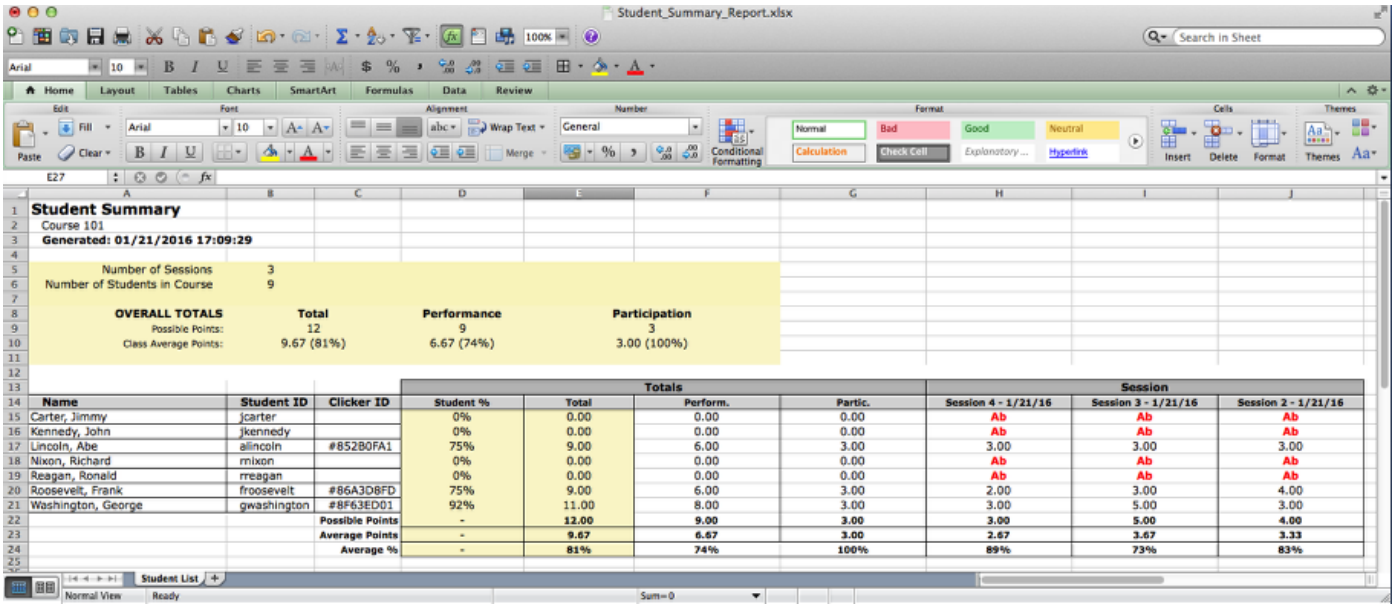
HTML report example. Note: the question tabs and question hyperlinks are present, just as they are in Excel reports.

## 3.3 Session Summary Report - Question View




The question tab shows detailed information about a specific question in a session. It shows how each student answered; incorrect answers appear in red in the response column. A screen capture of the instructor's desktop during polling is shown, as well as the results chart for the question.

## 3.4 Student Summary Report



**Student Summary**

Course 101

**Generated: 01/21/2016 17:09:29**

| | |
|---|---|
| Number of Sessions | 3 |
| Number of Students in Course | 9 |

| OVERALL TOTALS | Total | Performance | Participation |
|---|---|---|---|
| Possible Points: | 12 | 9 | 3 |
| Class Average Points: | 9.67 (81%) | 6.67 (74%) | 3.00 (100%) |

| | | | Totals | | | | Session | | |
|---|---|---|---|---|---|---|---|---|---|
| Name | Student ID | Clicker ID | Student % | Total | Perform. | Partic. | Session 4 - 1/21/16 | Session 3 - 1/21/16 | Session 2 - 1/21/16 |
| Carter, Jimmy | jcarter | | 0% | 0.00 | 0.00 | 0.00 | Ab | Ab | Ab |
| Kennedy, John | jkennedy | | 0% | 0.00 | 0.00 | 0.00 | Ab | Ab | Ab |
| Lincoln, Abe | alincoln | #852B0FA1 | 75% | 9.00 | 6.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| Nixon, Richard | mixon | | 0% | 0.00 | 0.00 | 0.00 | Ab | Ab | Ab |
| Reagan, Ronald | rreagan | | 0% | 0.00 | 0.00 | 0.00 | Ab | Ab | Ab |
| Roosevelt, Frank | froosevelt | #86A3D8FD | 75% | 9.00 | 6.00 | 3.00 | 2.00 | 3.00 | 4.00 |
| Washington, George | gwashington | #8F63ED01 | 92% | 11.00 | 8.00 | 3.00 | 3.00 | 5.00 | 3.00 |
| | | **Possible Points** | - | **12.00** | **9.00** | **3.00** | **3.00** | **5.00** | **4.00** |
| | | **Average Points** | - | **9.67** | **6.67** | **3.00** | **2.67** | **3.67** | **3.33** |
| | | **Average %** | - | **81%** | **74%** | **100%** | **89%** | **73%** | **83%** |

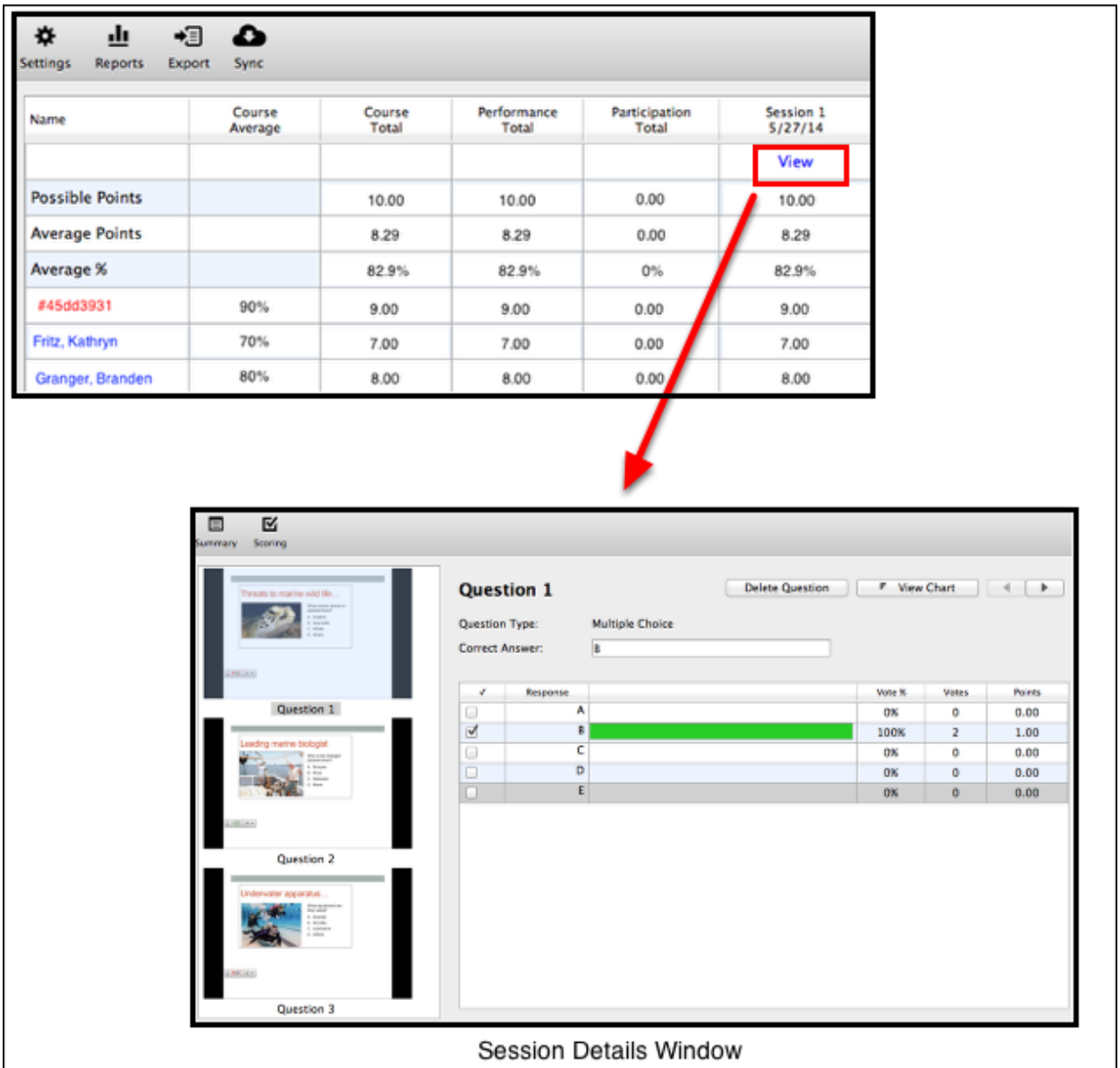
The student summary report gives a more in-depth view for each student in the class. It shows the student's percentage, performance points, participation points and the number of points received for each session. A red Ab indicates the student was absent (did not answer any clicker questions in class for the session).

# Delete a session

*Using **iClicker Classic** you can easily delete a session and all of the results. You may find it necessary to delete a session for a variety of reasons. For example, perhaps you were learning how to use **iClicker Classic** and created a sample session, or you accidentally started a session in a class.*

1. Select a course and open the gradebook.

2. Choose View to display the Session Details window.



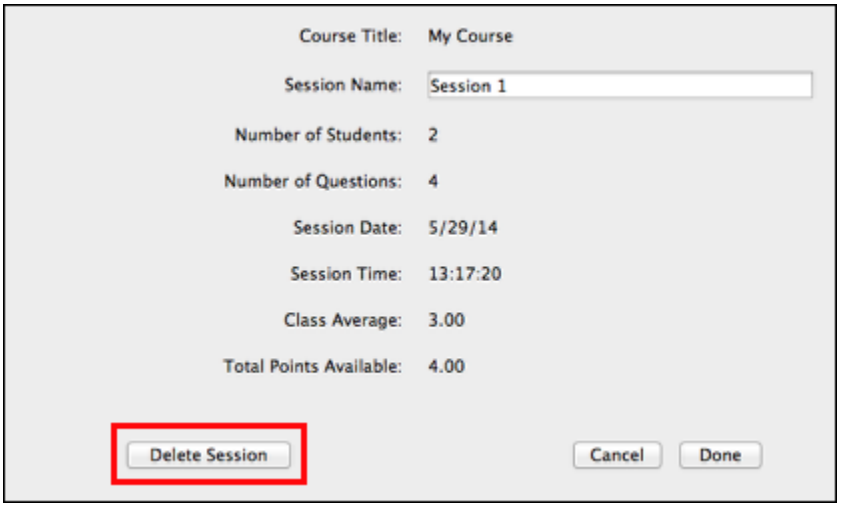

Session Details Window

## 3. Select the Summary option.

Select the **Summary** option that appears in the upper, left corner of the **Session Details** window (shown in Step 2).

## 4. Choose to delete the session.

**IMPORTANT:** Verify that the correct session is shown in the **Session Summary** window. Then, choose to delete the session and all of the student results data. This process cannot be reversed.



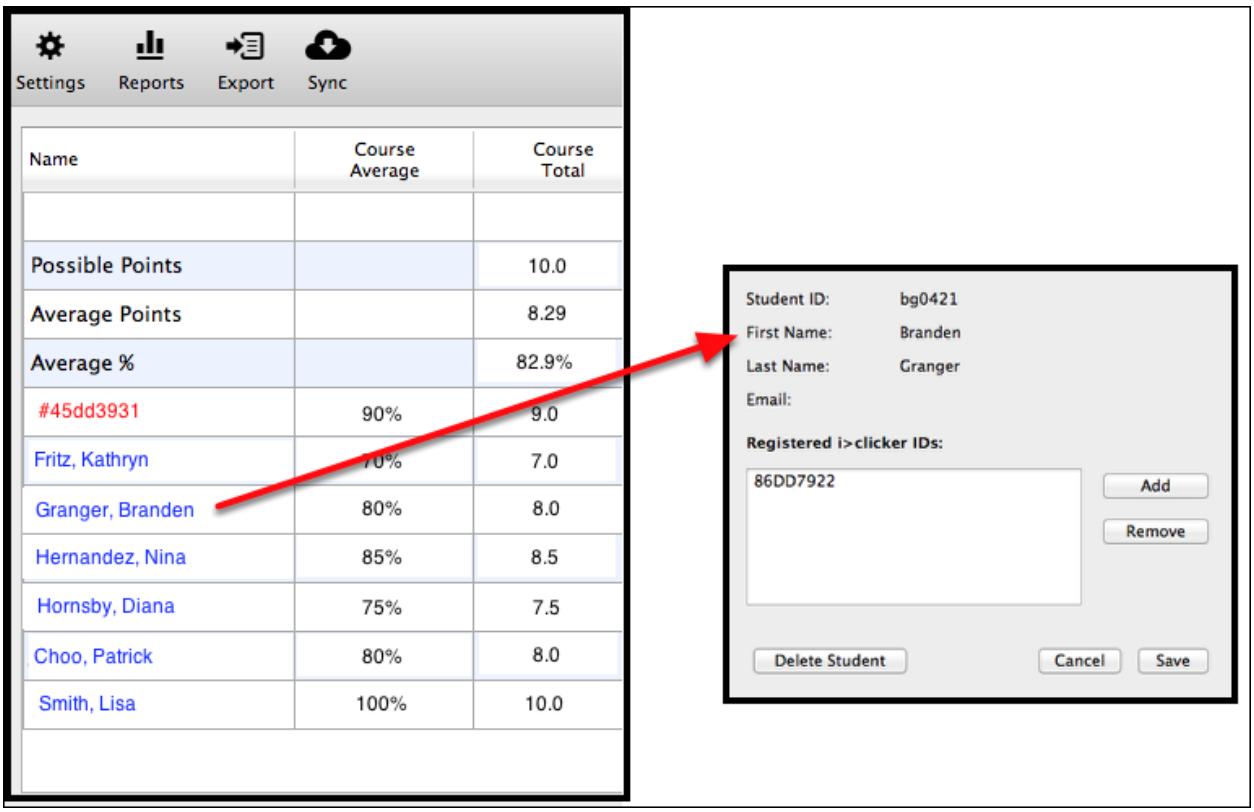
# Update or delete a student record

*Within the **iClicker Classic** gradebook, you can edit clicker assignments for a student and delete student records.*

***NOTE:** If you notice that a student name or ID is incorrect, you cannot change it in the gradebook. Depending on how you prepared the roster, you need to update that information in your LMS or in the roster.txt file.*

1. Select a course and open the gradebook.

2. Select (double-click) a student name to view the Student Details window.




## 3. Update the student record as needed.

Use the options in the **Student Details** window to add/remove clicker IDs for a student. If a student drops your class and you want to purge that student and all of the session results from the gradebook, choose the **Delete Student** option.

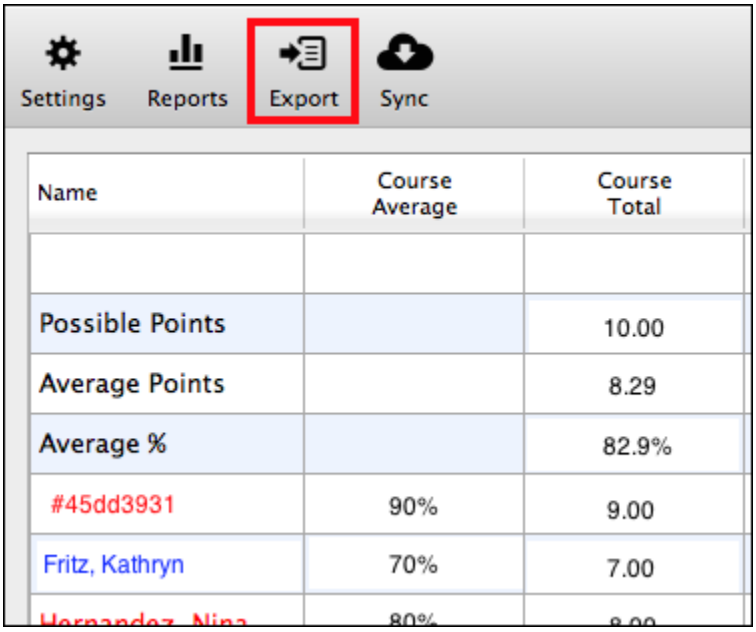
**TIP:** If you notice an error with the student name or ID, you must change that information in the roster.txt file or the learning management system, and then choose to

sync the gradebook.

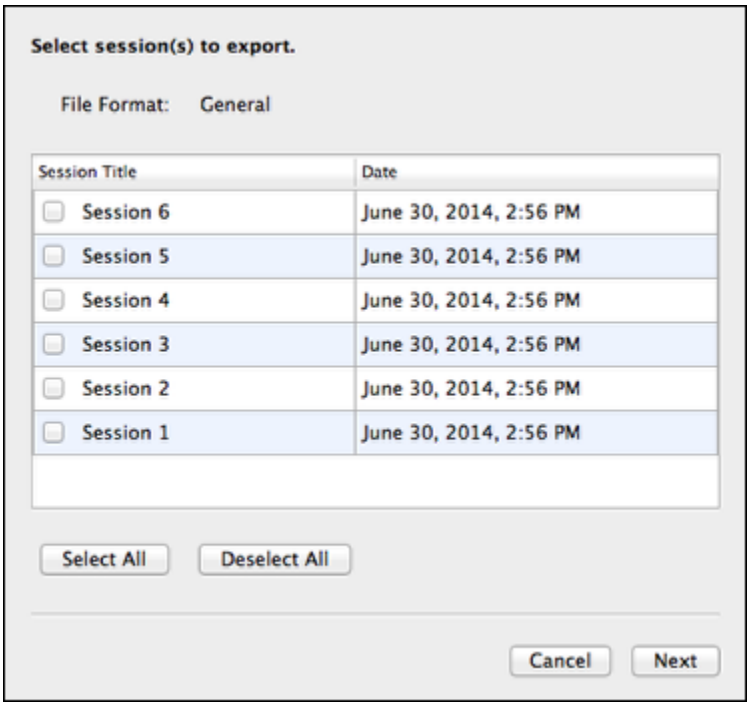
# Export polling results

*Exporting the student polling results creates a comma-separated values (.cvs) file that can be opened by a spreadsheet program or imported into another program such as a learning management system (LMS).*

## 1. Open the course gradebook and choose the Export option.



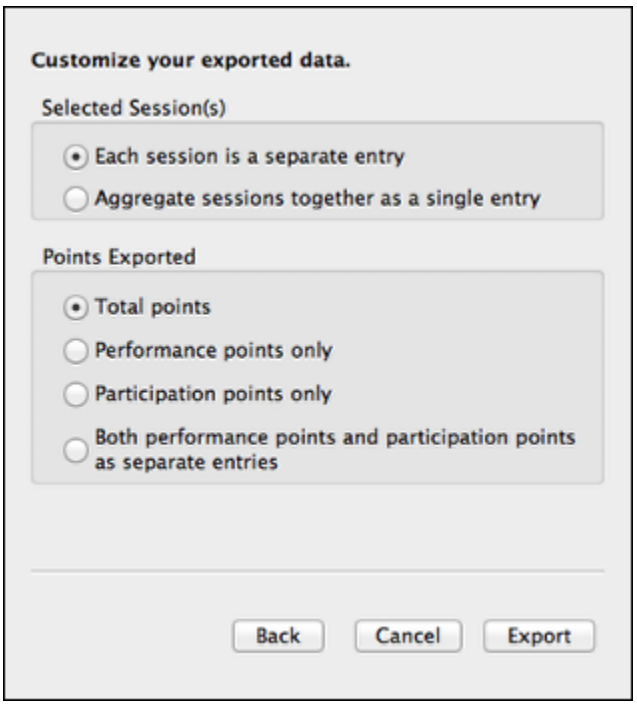
## 2. Choose the session(s) to export.




After selecting the session(s), select **Next** to continue the process.

Note: if you would like to export your session data for use with your LMS, please check to make sure you have selected your LMS from the Gradebook tab of Settings. The selected LMS will appear next to "File Format" (as shown above). For example, if you choose Blackboard as your LMS in Settings, Blackboard will be listed as the file format in the export window.

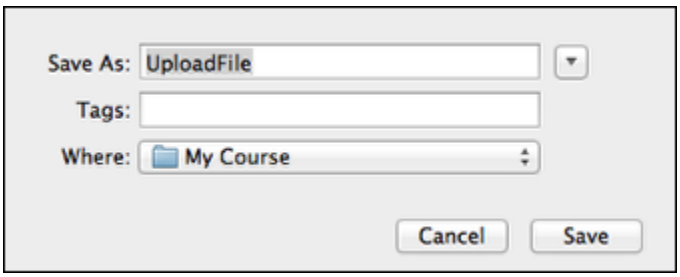
## 3. Set the export options and then choose to export the results.




If you selected more than one session, you can export each session as a separate entry or aggregate the sessions together. The latter option is useful if you want to record one cumulative entry for all of the selected sessions.

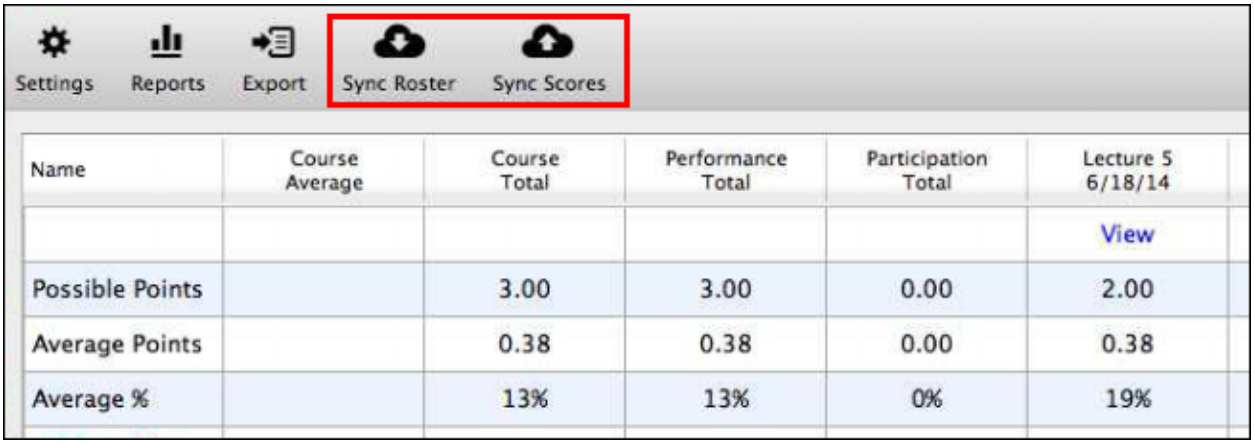
Choose how you want to export the points earned by each student. For example, export the total points earned or just the performance points.

4. Specify a filename and location for the file then choose to save.



# Sync your grades and roster with an LMS

*The **Sync** options allow you to download your roster from your learning management system (LMS) and upload student results.*
***IMPORTANT:** Refer to the www.iclicker.com website for detailed instructions for your specific LMS.*




If you are set up to use **iClicker Classic** with an LMS, the gradebook shows two synchronization buttons--**Sync Roster** and **Sync Scores**. The **Sync Roster** option allows you to download your roster from your LMS into the gradebook. Choose **Sync Scores** to upload polling results from the gradebook to your LMS.

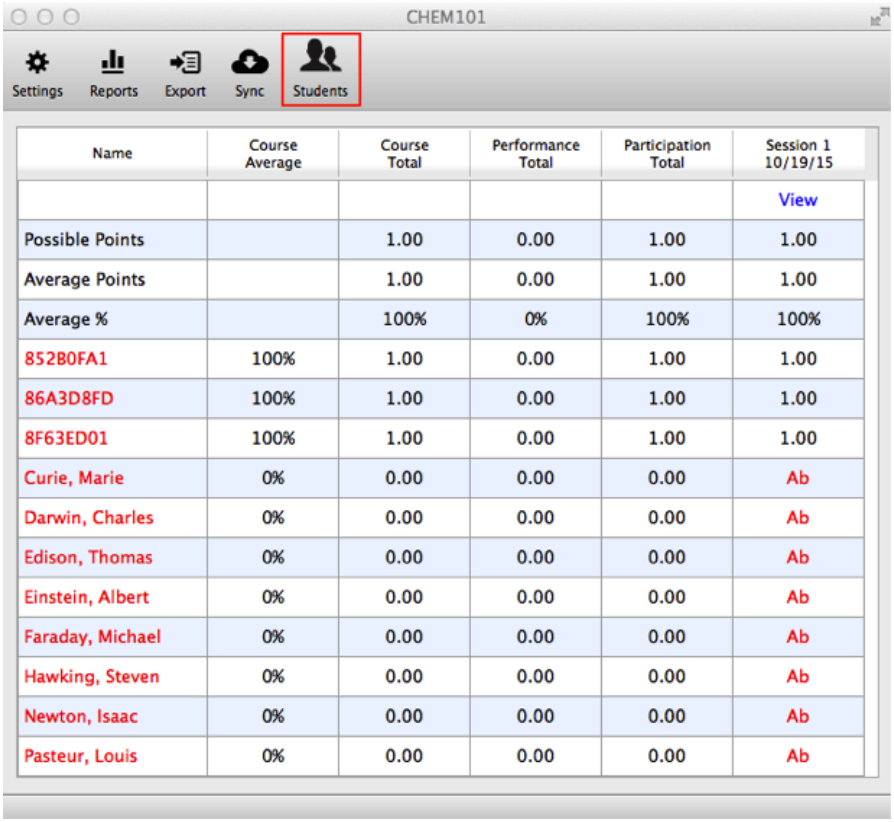
Note: the **Sync Roster** and **Sync Scores** icons are available only if your iClicker Classic Resources folder contains the necessary file for integrating with your LMS.

When you click **Sync Roster**, iClicker Classic will communicate with your LMS to find and pull your roster from the LMS into the iClicker Classic gradebook. If you have not saved your LMS credentials, you will be prompted to enter your credentials.

When you click **Sync Scores**, iClicker Classic will communicate with your LMS to upload iClicker Classic polling data into your LMS gradebook. If you have not saved your LMS credentials, you will be prompted to enter your credentials.

# View and Export Unregistered Students

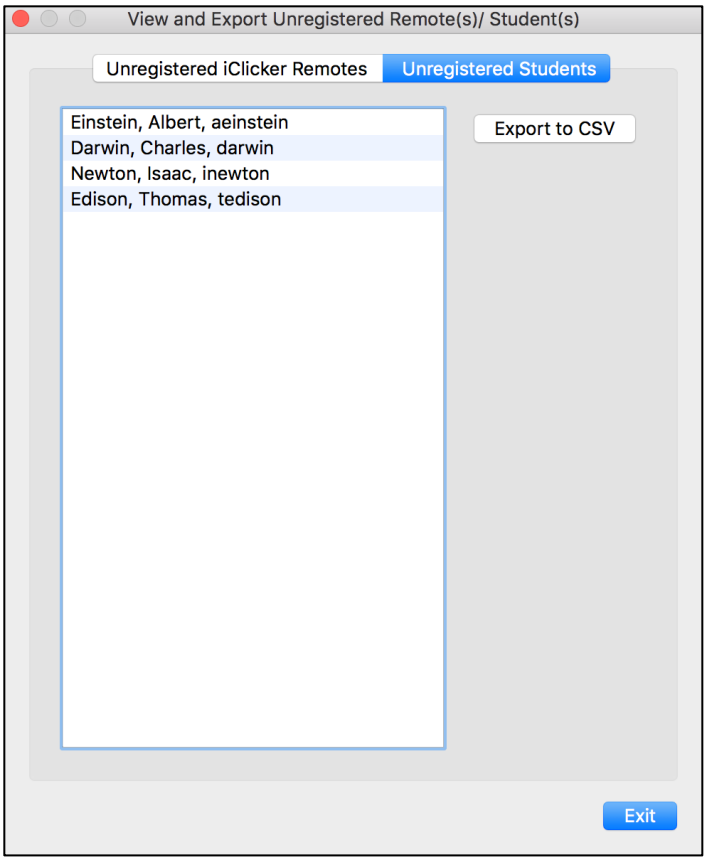
## 1. Click the Student icon in gradebook




| Name | Course Average | Course Total | Performance Total | Participation Total | Session 1 10/19/15 |
|---|---|---|---|---|---|
| | | | | | View |
| Possible Points | | 1.00 | 0.00 | 1.00 | 1.00 |
| Average Points | | 1.00 | 0.00 | 1.00 | 1.00 |
| Average % | | 100% | 0% | 100% | 100% |
| 852B0FA1 | 100% | 1.00 | 0.00 | 1.00 | 1.00 |
| 86A3D8FD | 100% | 1.00 | 0.00 | 1.00 | 1.00 |
| 8F63ED01 | 100% | 1.00 | 0.00 | 1.00 | 1.00 |
| Curie, Marie | 0% | 0.00 | 0.00 | 0.00 | Ab |
| Darwin, Charles | 0% | 0.00 | 0.00 | 0.00 | Ab |
| Edison, Thomas | 0% | 0.00 | 0.00 | 0.00 | Ab |
| Einstein, Albert | 0% | 0.00 | 0.00 | 0.00 | Ab |
| Faraday, Michael | 0% | 0.00 | 0.00 | 0.00 | Ab |
| Hawking, Steven | 0% | 0.00 | 0.00 | 0.00 | Ab |
| Newton, Isaac | 0% | 0.00 | 0.00 | 0.00 | Ab |
| Pasteur, Louis | 0% | 0.00 | 0.00 | 0.00 | Ab |

## 2. View Unregistered Students

Click the Unregistered student(s) tab to view a list of all unregistered students in your roster.




## 3. Click Export to CSV

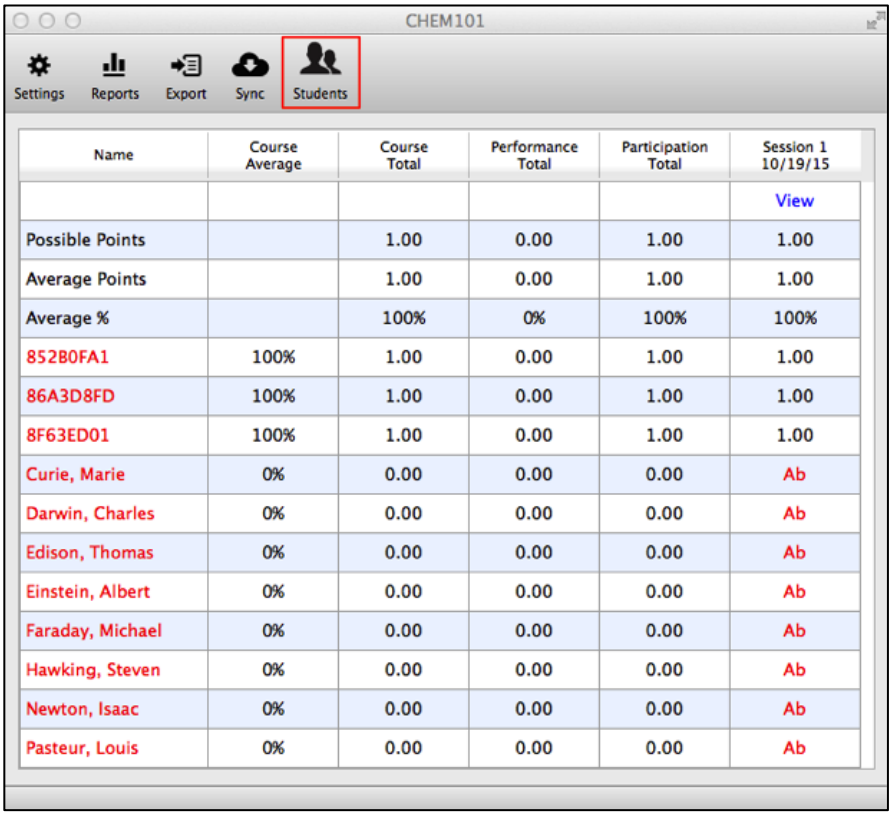
## 4. Save the Unregistered Student List

You can save the unregistered student list as a CSV file.

# View and Export Unregistered Remotes

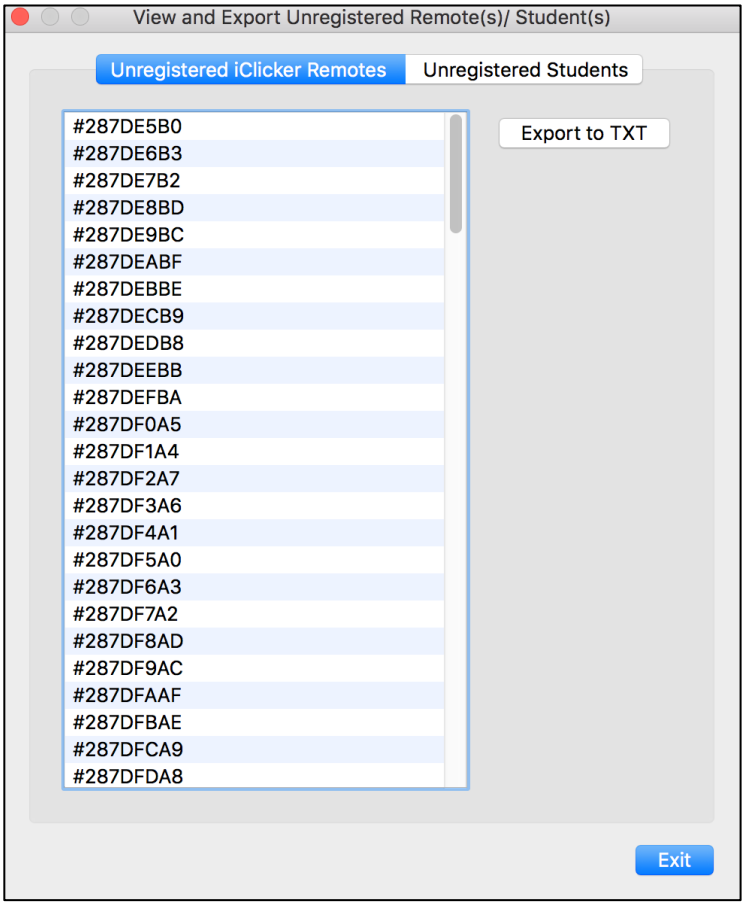
*With iClicker Classic 7.4.5, you can view and export unregistered students and clickers from gradebook.*

# 1. Click the Students icon in gradebook




| Name | Course Average | Course Total | Performance Total | Participation Total | Session 1 10/19/15 |
|---|---|---|---|---|---|
| | | | | | View |
| Possible Points | | 1.00 | 0.00 | 1.00 | 1.00 |
| Average Points | | 1.00 | 0.00 | 1.00 | 1.00 |
| Average % | | 100% | 0% | 100% | 100% |
| 852B0FA1 | 100% | 1.00 | 0.00 | 1.00 | 1.00 |
| 86A3D8FD | 100% | 1.00 | 0.00 | 1.00 | 1.00 |
| 8F63ED01 | 100% | 1.00 | 0.00 | 1.00 | 1.00 |
| Curie, Marie | 0% | 0.00 | 0.00 | 0.00 | Ab |
| Darwin, Charles | 0% | 0.00 | 0.00 | 0.00 | Ab |
| Edison, Thomas | 0% | 0.00 | 0.00 | 0.00 | Ab |
| Einstein, Albert | 0% | 0.00 | 0.00 | 0.00 | Ab |
| Faraday, Michael | 0% | 0.00 | 0.00 | 0.00 | Ab |
| Hawking, Steven | 0% | 0.00 | 0.00 | 0.00 | Ab |
| Newton, Isaac | 0% | 0.00 | 0.00 | 0.00 | Ab |
| Pasteur, Louis | 0% | 0.00 | 0.00 | 0.00 | Ab |

2. View the Unregistered Clickers




3. Export the list by clicking "Export to TXT"

4. Save the file

# *Self-Paced Polling (SPP)*

## Overview

The self-paced polling option in iClicker Classic is a simple way to allow students to answer polling questions (up to 99 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:

**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.

**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.

**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 the gradebook. 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.

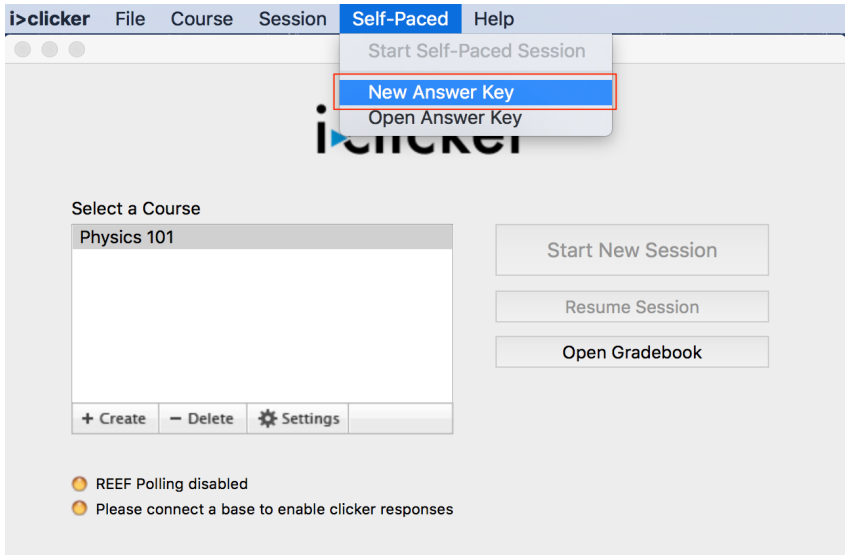
# Create an Answer Key

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.

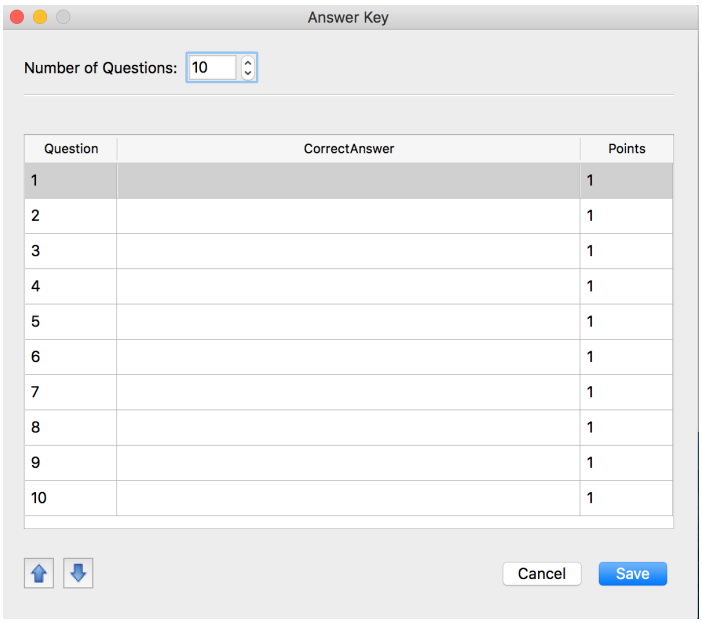
## To create a self-paced polling answer key:

1. From the iClicker Classic home window, select the Self-paced Polling menu option and choose New Answer Key.



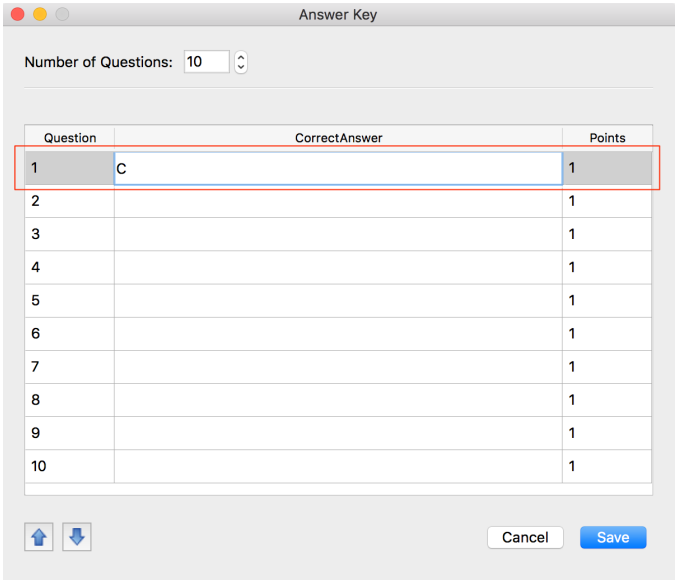

*SPP New Answer Key Menu Option*

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.



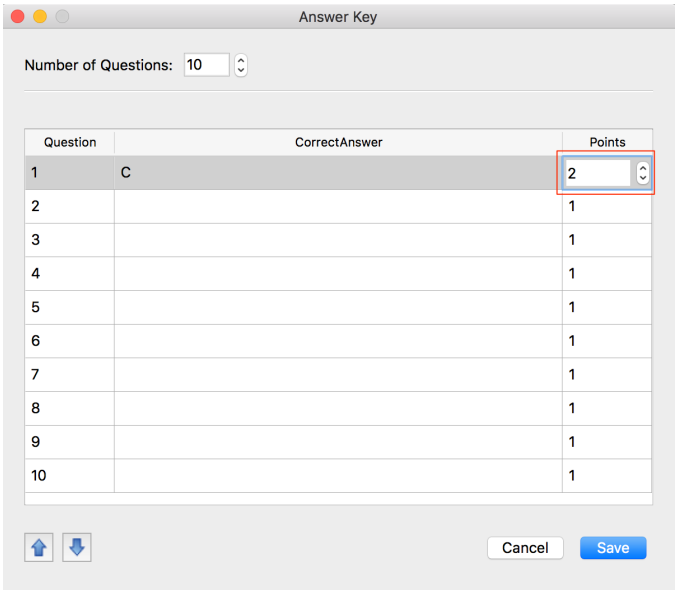

*New Answer Key Window*

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.



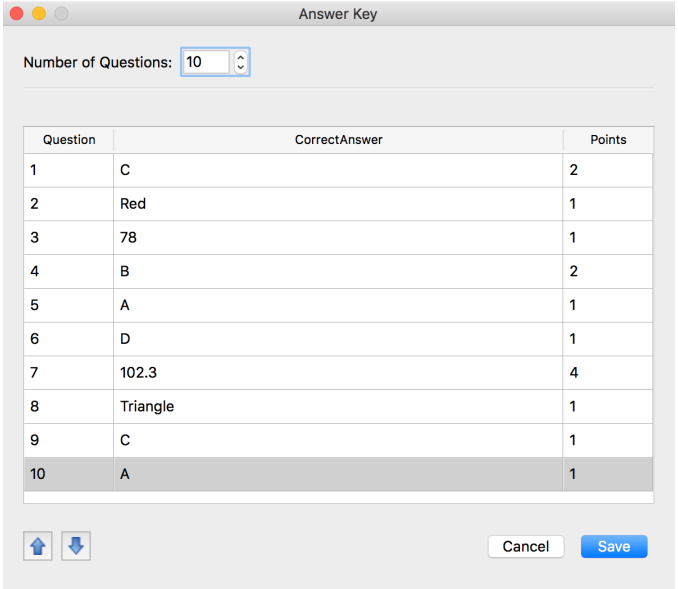

*Answer key showing C as correct answer for question 1*

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 points for question 1*

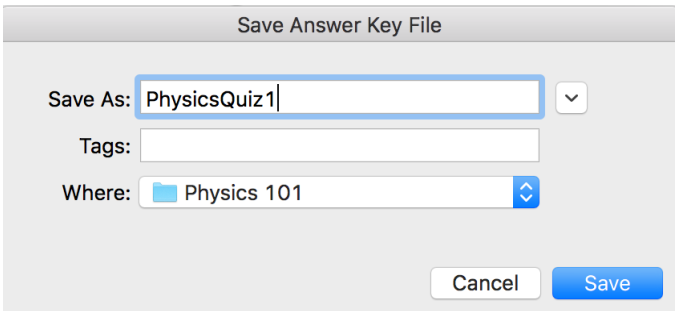
5. Continue adding your answers to complete the answer key.




*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.

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 window*

8. You are now ready to run your self-paced polling session.

To edit an answer key:

1. From the *iClicker Classic 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.

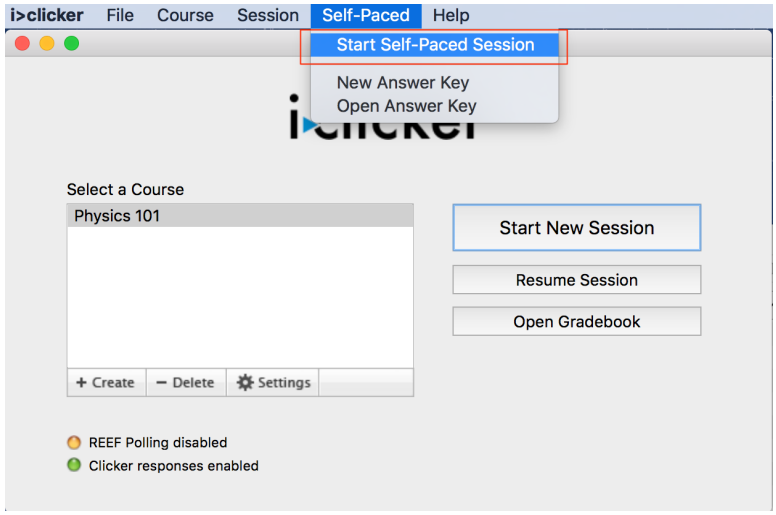
# Use SPP with an Answer Key

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. Make sure your iClicker base station is connected.

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

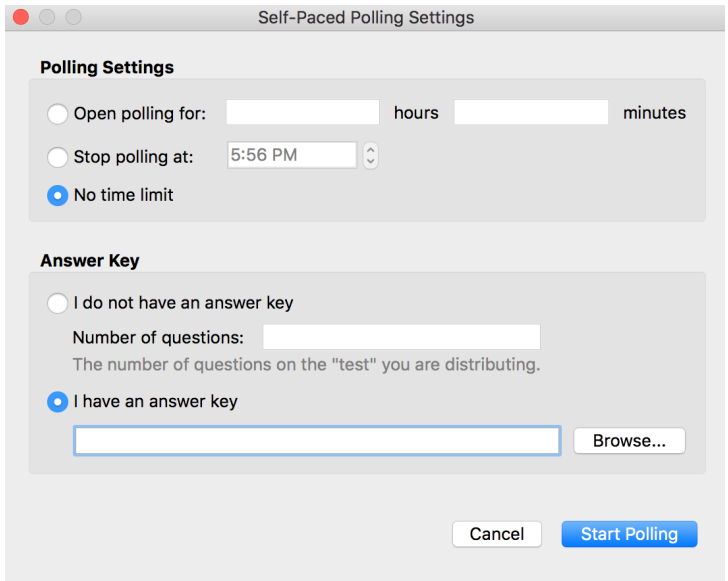
## To start a SPP session with an answer key:

1. From the iClicker Classic Home Page, select the Self-Paced Polling menu option and choose Start Self-Paced Session.




*Start SPP Session*

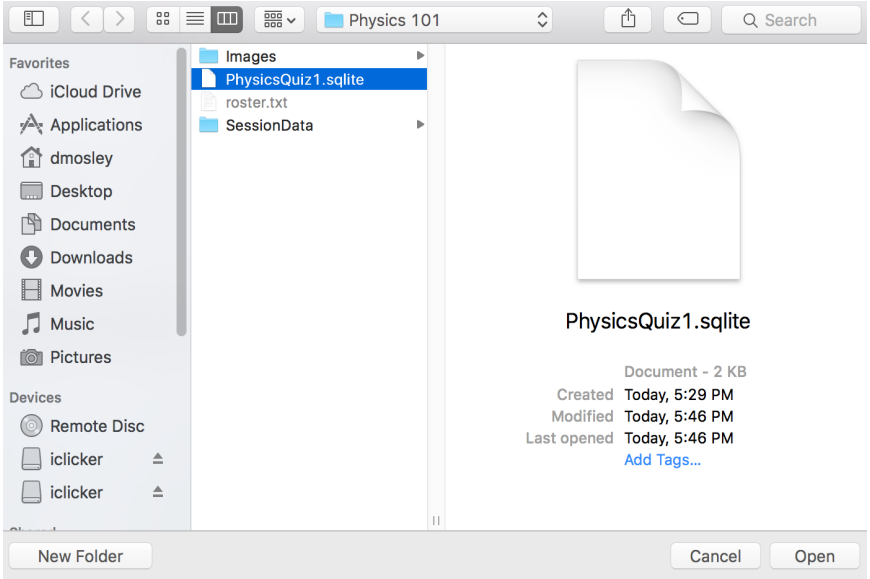
2. The Self-Paced Polling Settings window appears. Under Polling Settings, choose how long the self-paced polling session should remain open. Select No time limit if you want to stop the session manually.




*SPP Settings Window*

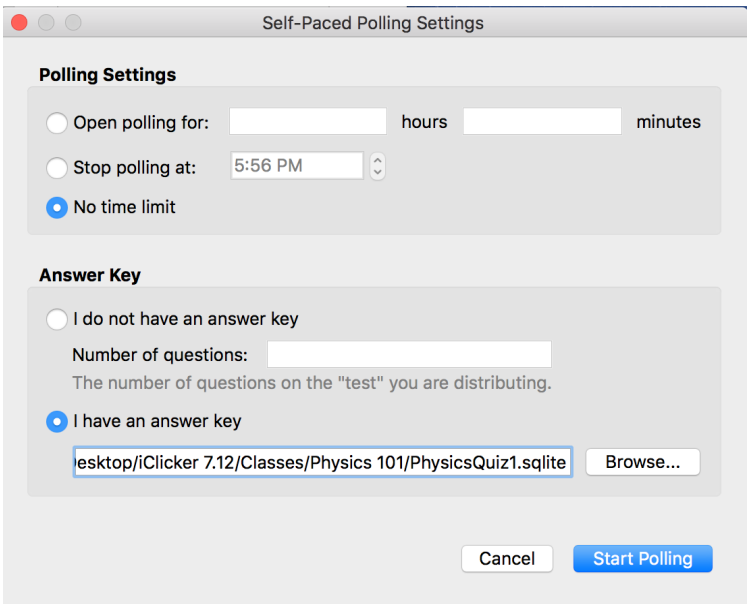
3. Under *Answer Key*, select **I have an answer key** and click **Browse**.

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




*Open Answer Key*

5. The answer key filename and path appear in the answer key field. Click **Start Polling**.



*Answer Key selected*

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 iClicker 2 remotes.

*SPP 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.

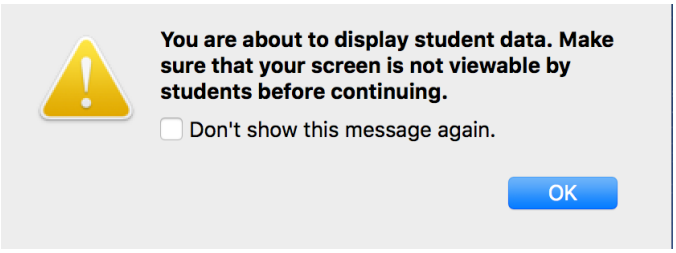
*Viewing the SPP Progress Chart*

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 student's 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:**

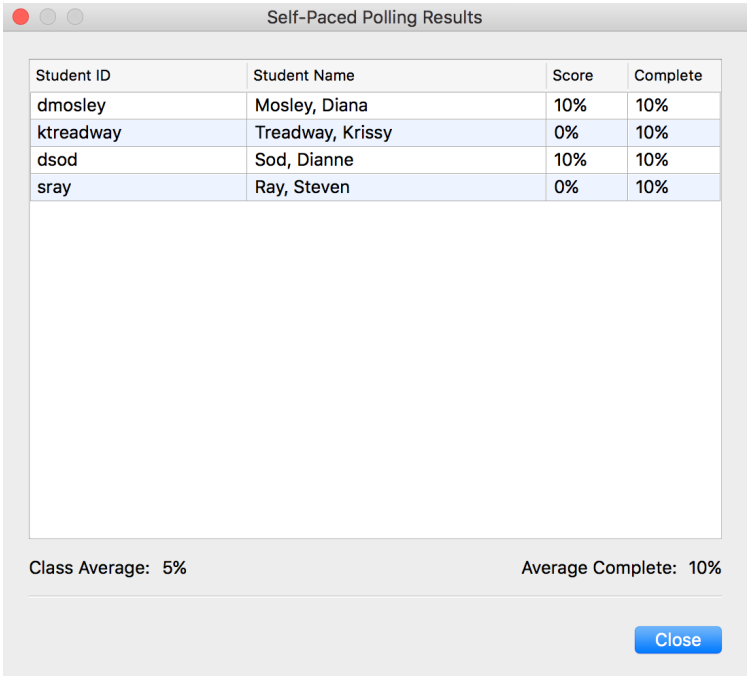
1. On the Self-Paced Polling Toolbar, click the Progress Chart button.

2. A warning message appears indicating that the progress chart should not be displayed for students to view as it contains student data. Click OK to dismiss the warning message.




*Progress Chart warning message*

3. The progress chart appears.




*SPP Progress window with student votes*

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.

# Use SPP Without an Answer Key

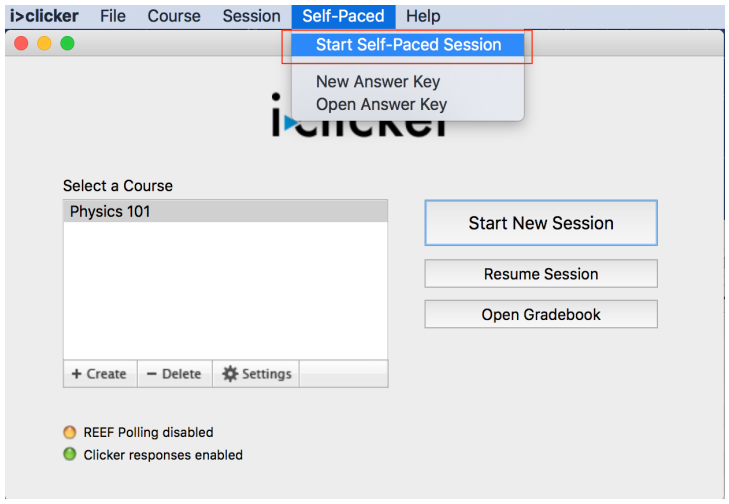
The self-paced polling option in iClicker Classic is a simple way to allow students to answer polling questions at their own pace. To learn more about self-paced polling see the Self-Paced Polling Overview. Before starting a self-paced polling session, make sure that you have distributed the quiz or 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:

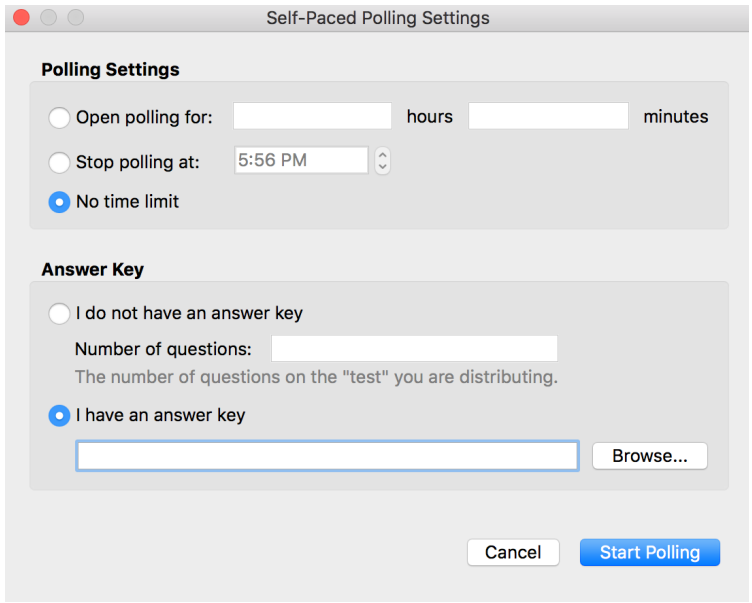
TIP: When you start a self-paced polling session without an answer key you will need to do your grading in gradebook after the session is complete. Self-paced polling without an answer key is a fast and easy way to conduct a self-paced polling session because it requires no pre-work. Simply start the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

1. From the iClicker Classic Home page, select the Self-Paced Polling menu option and choose Start Self-Paced Session.




*Start SPP Session*

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




*SPP Settings Window*

3. Under *Answer Key*, select **I do not have an answer key**.

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

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

6. The self-paced polling session begins and the self-paced toolbar appears. Students can begin answering questions as soon as the self-paced polling session begins. Refer to the *Self-Paced Polling Student User Guide* for instructions on how to answer self-paced polling questions using the iClicker Classic2 remotes.

*SPP Toolbar*

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

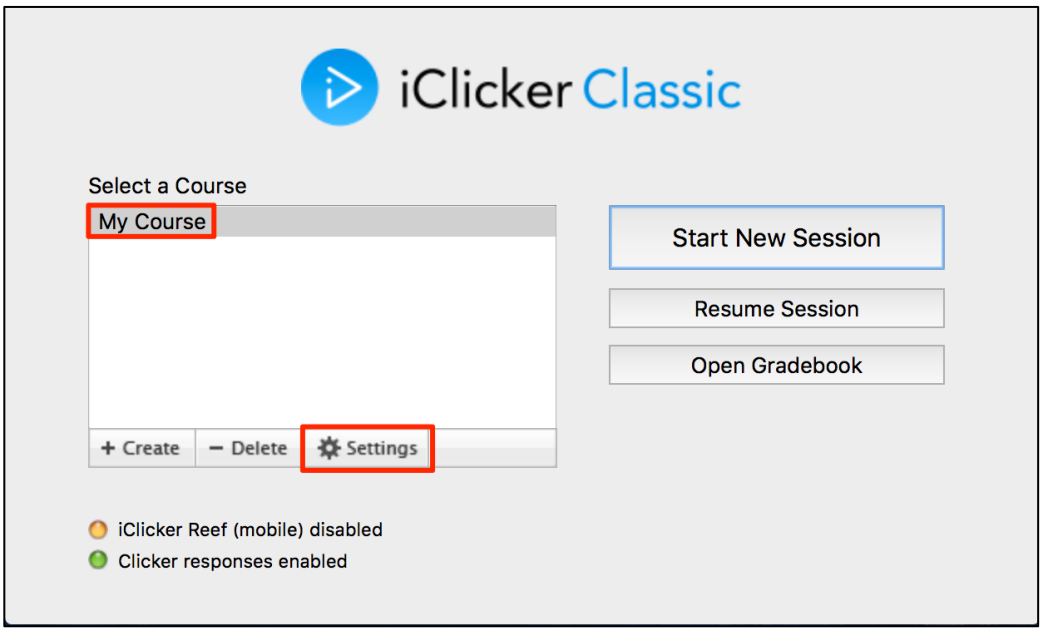
8. Click the **Stop** button or allow time to run out (count-down sessions only) to end the session.

# Customize Your Course Settings

## Update the settings for a course

*The **iClicker Classic** system is designed to be a simple classroom response system that can be used almost immediately upon launching. However, you may choose to take a little time to customize the software to your course. Settings are course-specific. They are organized into eight tabs as shown in Step 2.*

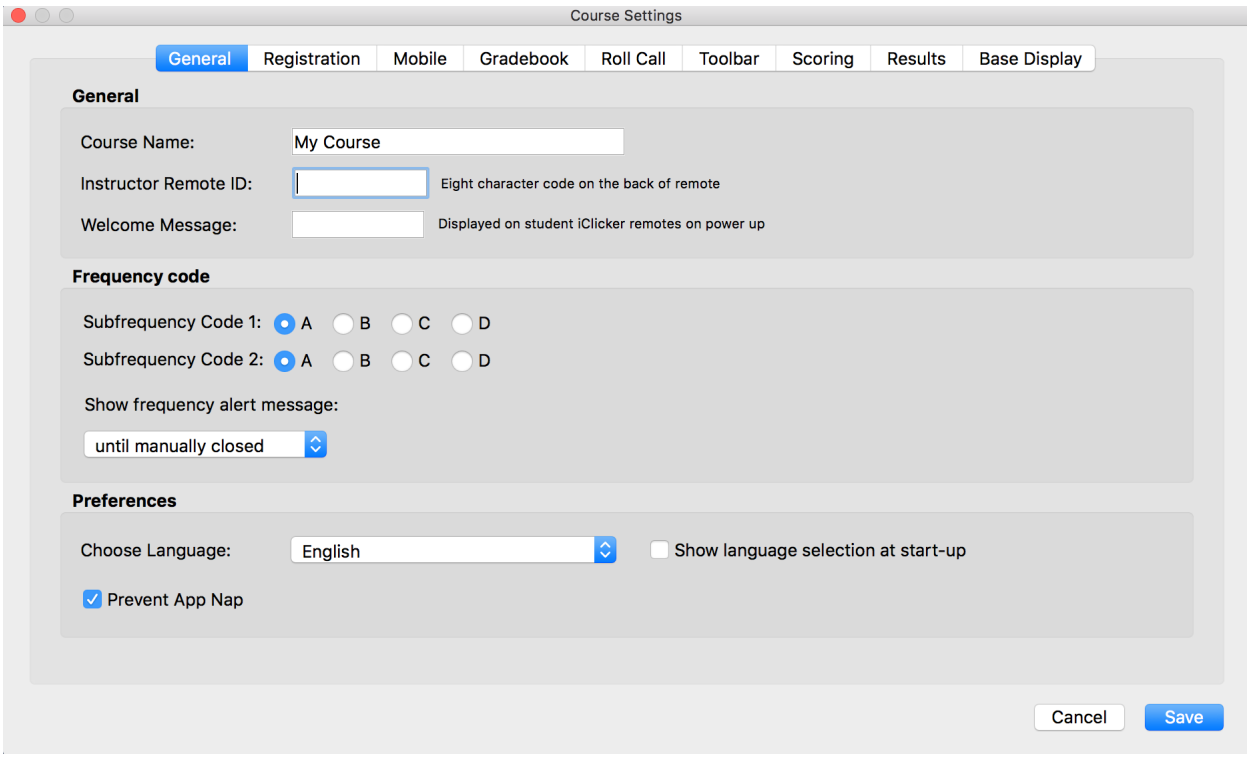
### 1. Select a course and choose to edit the settings.




Select the **Settings** (gear) button or choose **Course Settings** from the **Course** menu to view the course settings. Here you can review or change the setting for a specific course.

## 2. Update the course settings.

Use the options provided in the **Course Settings** window shown below to customize your **iClicker Classic** experience. Instructions are available for each of the tabs: General, Registration, Mobile, Gradebook, Roll Call, Toolbar, Scoring, Results, and Base Display.

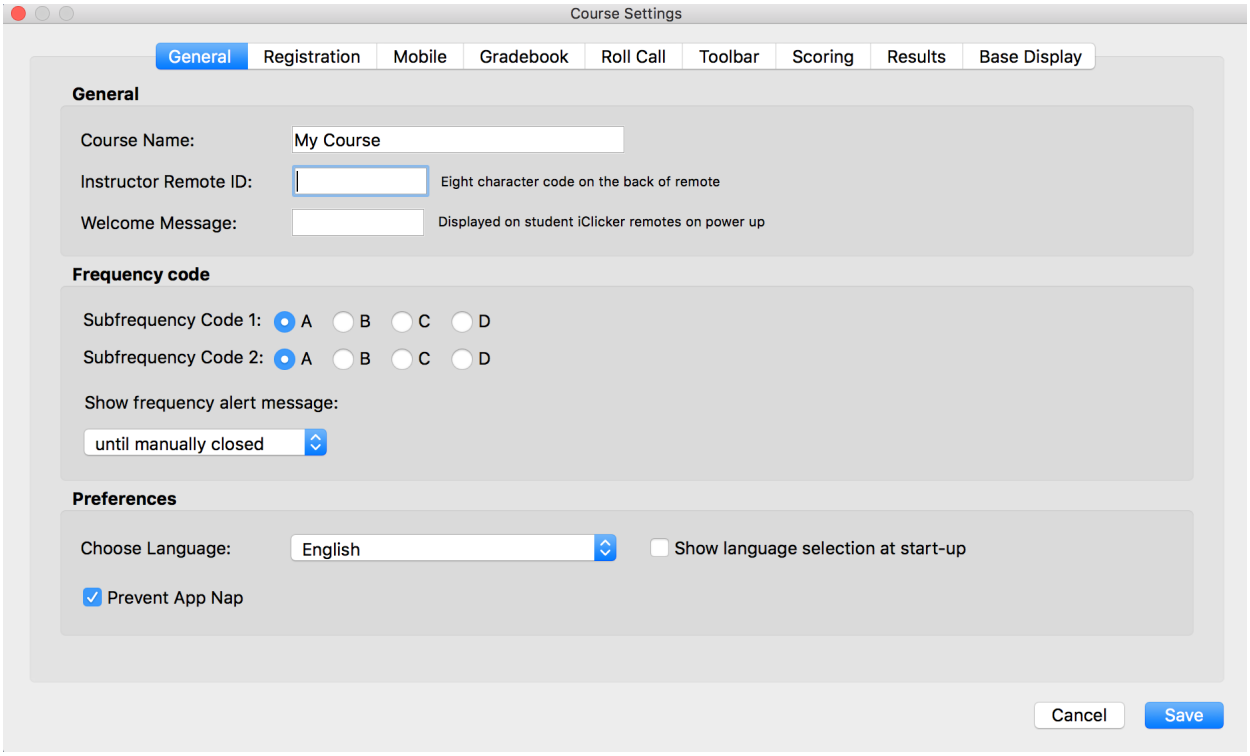



## 3. Save the changes you set for a course.

# General

*The settings on the **General** tab allow you to edit your course name, designate an instructor remote, add a welcome message, change the frequency code, and select the default language.*

## 1. Select the General tab in the Course Settings window.




## 2. Specify the General settings for your course.

Enter or edit the general settings: course name, instructor remote ID, and welcome message. Only a course name is required. The other settings are optional.

## 2.1 Update the course name.

The **Course Name** field shows the name that you entered when you created your course. The program immediately saves changes to the course name upon moving the focus out of the field.

**TIP**: Your course name does not need to match the official course name used by your school. The **iClicker Classic** course name is primarily for your reference. If you use **Reef**, students will see this course name to join a session.

## 2.2 Enter the clicker ID for the instructor remote.

The clicker ID is an 8-character alphanumeric code (e.g., 8561E331) located on the back of the clicker.

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

To activate the instructor's remote, enter the clicker's remote ID in the **Instructor Remote ID** field.

## 2.3 Enter a welcome message.

The optional welcome message allows you to set an eight-character message that will appear on the LCD screen of your students' **iClicker 2** remotes. For example, you may choose to add your course name as the welcome message (e.g., CHEM301). Students with **iClicker 2** remotes 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.

# 3. Specify the frequency code settings.

The **iClicker** 2-way radio frequency student response system operates on one of 16

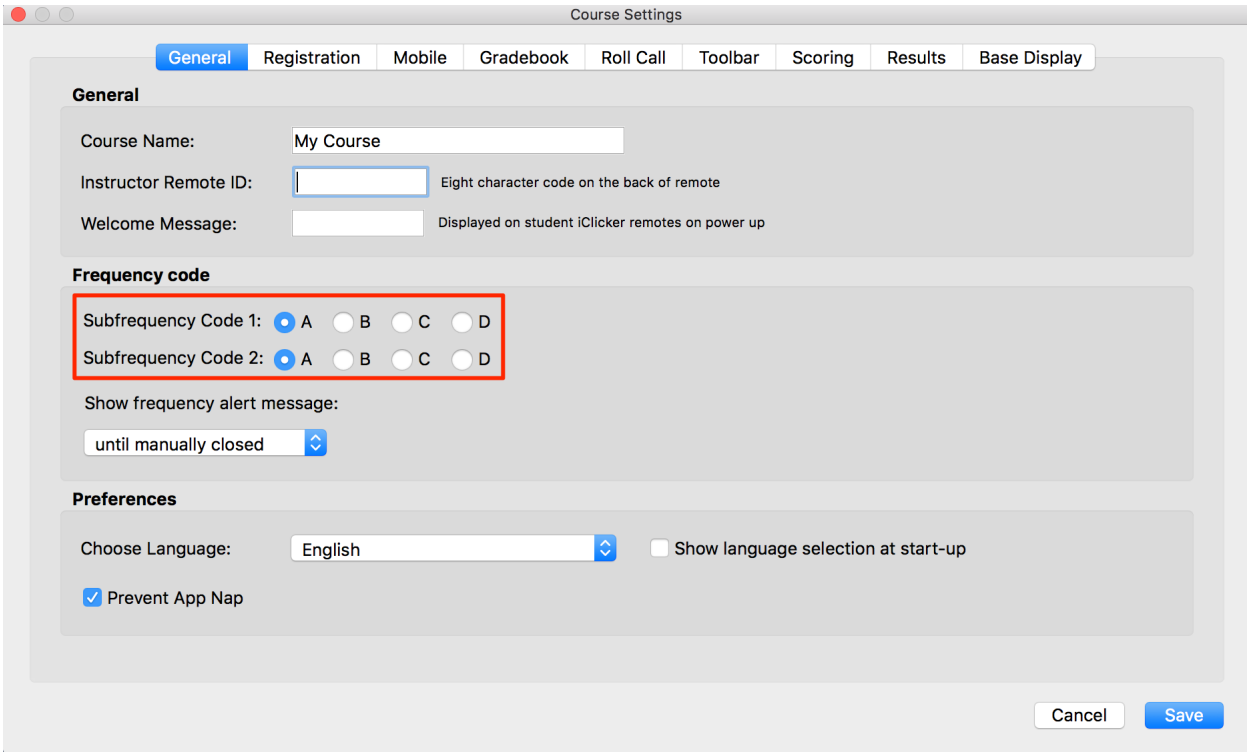
channels in the 900-918 MHz frequency range. The default frequency channel for both the base and the student remote is **AA**. If you are the only instructor using **iClicker**, you should not modify this frequency. However, if someone else is using **iClicker Classic or iClicker Cloud** in close proximity, one of you must use a different channel.

**TIP**: If you use **iClicker Classic** near another instructor who is using the polling software, we recommend you set your default frequency for the entire term. If **iClicker** 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, **iClicker Classic** checks for base stations in close proximity using the same frequency as your setting. If a base nearby uses the same frequency, the program prompts you to change your frequency.

**IMPORTANT:** If the frequency is not AA, you must instruct students to change the frequency code on their clickers at the beginning of each class

## 3.1 Change the frequency code if there is a conflict with a nearby classroom.




Use the options to set a new frequency code (e.g., BB).

## 3.2 Set the frequency code alert message status.

You may alter the length of time that the frequency alert warning appears on your screen, or you may choose to disable the warning/change alert completely (so that it never displays).

# 4. Select the regional settings.

Using the regional settings, you can set the default language and control whether you are asked at start-up to specify the language.

## 4.1 Specify the default language.

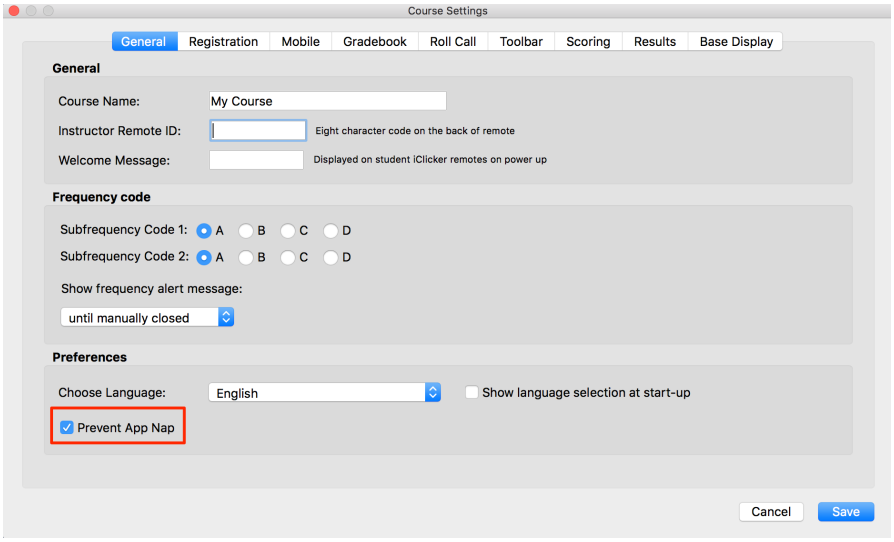
Choose the language from the pop-up menu. The list of supported languages appears in the list.

## 4.2 Set the option to allow you to change the language at start-up.

If enabled, **iClicker Classic** presents a window at start-up that allows you to change the language each time you run the program.

## 4.3 Optional App Nap Setting

Beginning with version 7.4.2, you can choose to prevent App Nap (for Macintosh) by clicking the "Prevent App Nap" check box. In 7.4.5, this option is checked by default.




# 5. Select another settings tab or choose to save the updates.

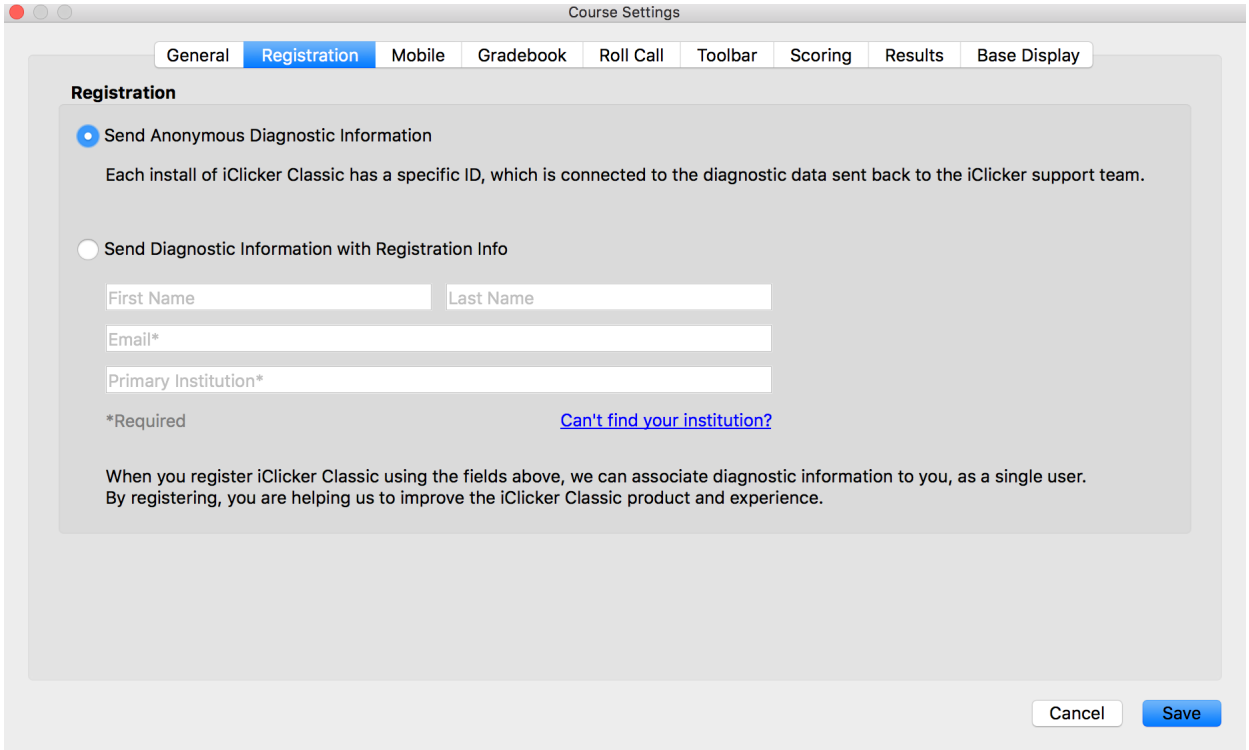
# Registration

*The settings on the **Registration** tab allow you to edit your registration information.*

1. Select the Registration tab in the Course Settings window.

2. Specify which registration type you prefer.

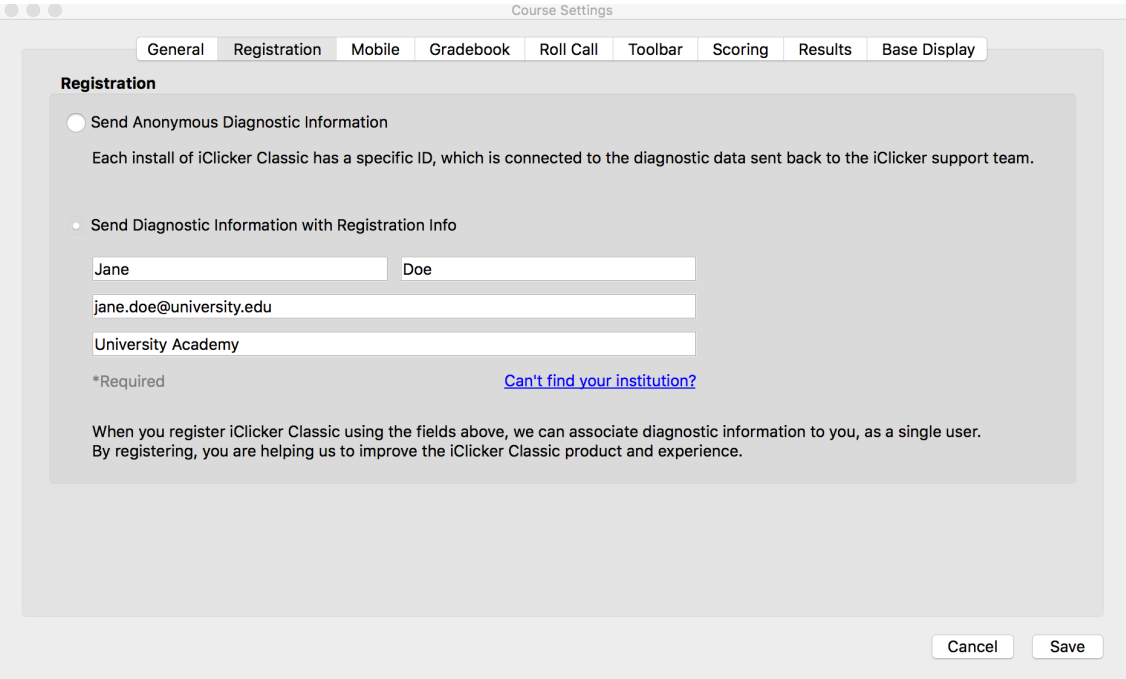
   2.1 Anonymous Registration




If you chose “Remind Me Later” when starting the software, your registration

is anonymous by default. You can change these settings by selecting “Send Diagnostic information with Registration Info”.

## 2.2 Full Registration



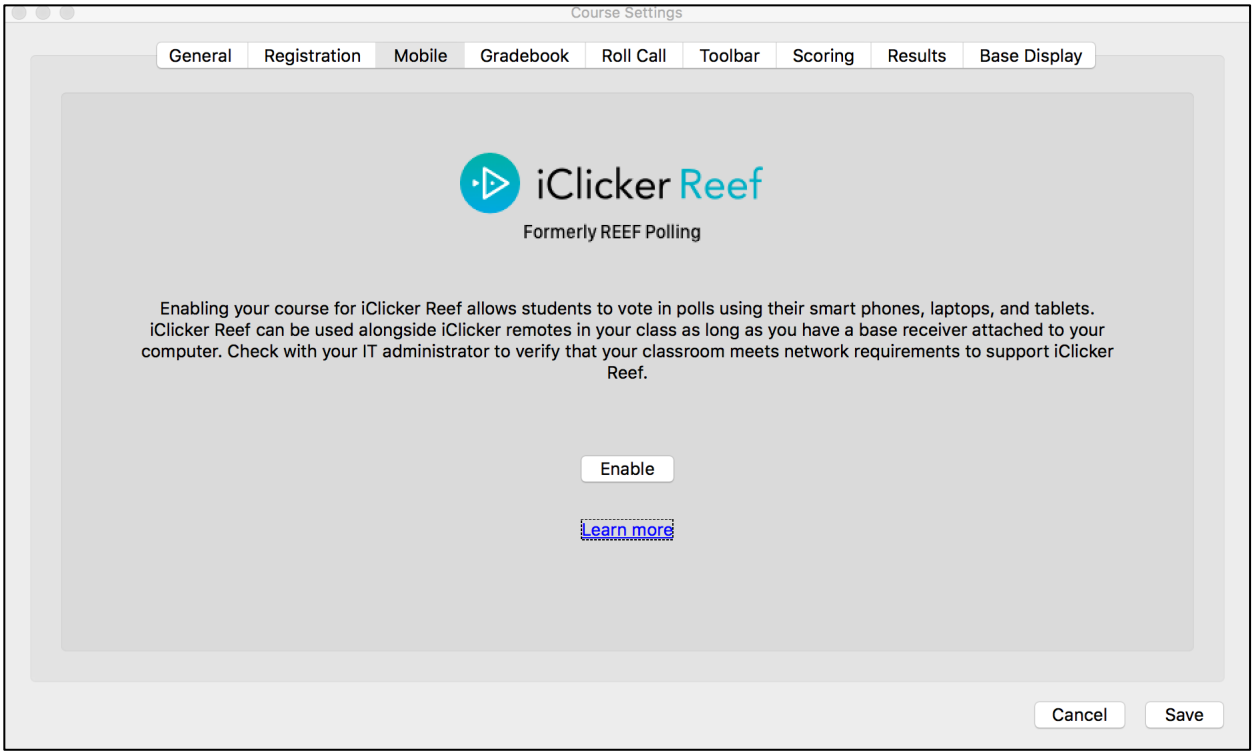

Full registration contains your name, email address and institution information. This information is present if you register when starting the application. These settings can be changed. However, please note future LMS integrations may require full registration information in order to work properly.

3. Save your registration settings.

# Mobile

*The **iClicker Reef** settings allow you to enable **iClicker Reef** for your class. Students can then use their laptop or smartphone with the **iClicker Reef** app to respond to polls in your class.*

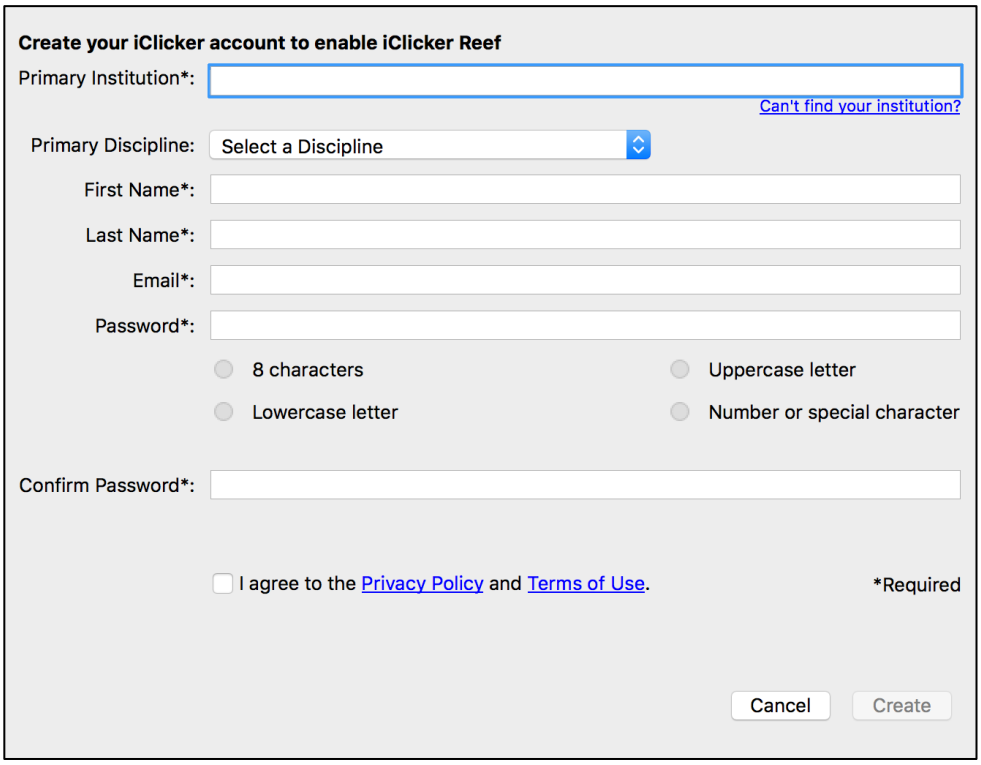
## 1. Select the Reef tab in the Course Settings window.




When **iClicker Reef** is enabled, the software allows you to start or resume a session without an attached base station. Without a base, students cannot vote using physical clickers and you cannot use an instructor remote.

2. Select the Enable Reef button.

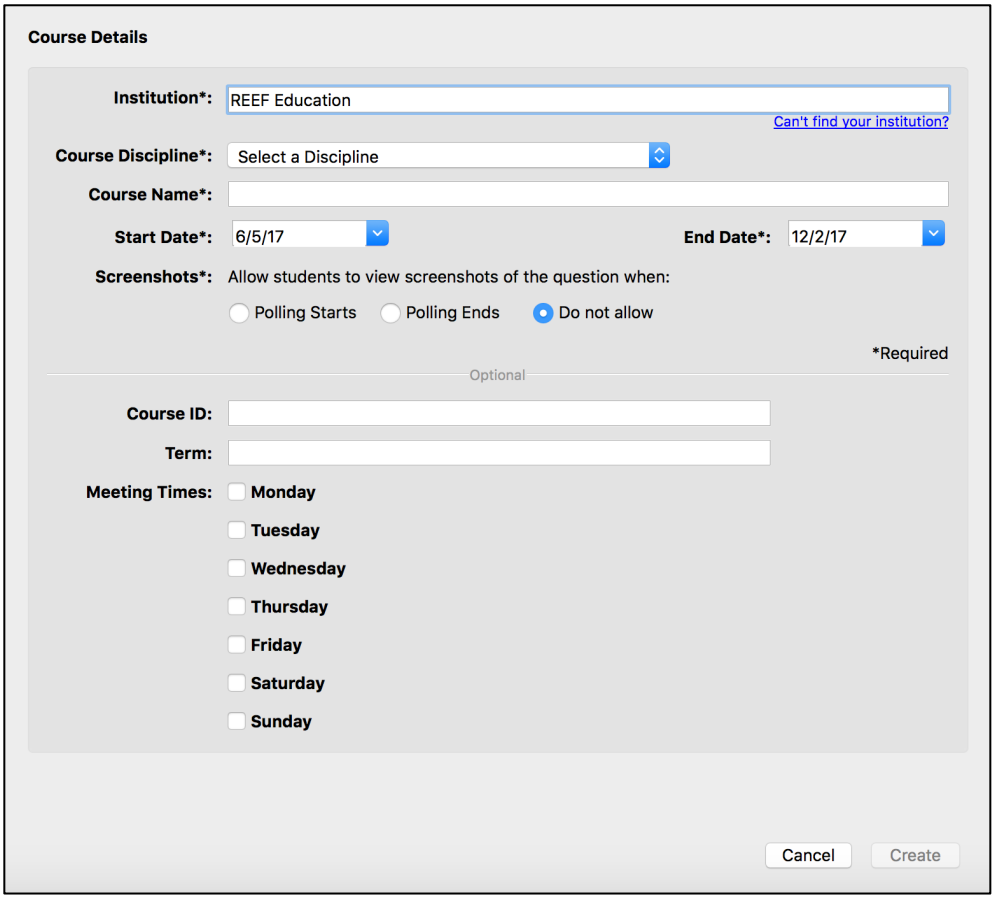
3. Choose to create a REEF instructor account. Or, log in if you already have an account.




- Enter your institution name. NOTE: If you cannot find your institution, please click the "Can't find your institution?" link to request your institution be added.
- Choose your course discipline.
- Enter your first name and last name. Students will use the name entered here to find your course.
- Enter your email address.

- Enter and confirm a password.
- Check the box to agree to the Privacy Policy and Terms of Use.

## 4. Complete the set up process by entering your course details.




- Enter your institution name.
- Enter your course discipline.
- Enter your course name. We suggest using the same course name as your iClicker

Classic course (from the main course window). The course name you enter here is the course name students will see when finding your course using iClicker Reef.

- Select your course start and end date.
- Set the option to determine when your students will see a screen capture. By default, screen captures of your desktop are NOT sent to students. You can choose to allow screen shots to students when polling starts or when polling ends. These settings affect the entire course (rather than a particular question or session).
- Optional -- enter the course ID, term, and meeting times. The additional information makes it easier for your students to find and join your course.
- Choose to create the course.

## 5. Review the course details and then choose to save the settings.

If you notice an error with the course details or your account information, choose to edit the information. Once you save the settings, **Reef (mobile) enabled** appears on the main window.

**NOTE**: Choose the **Disable Reef** button if you no longer plan to have students use **Reef** to respond to your polls.

**Special considerations:**

- Students need to enter their student ID *as it appears in your roster* into their Reef profiles. If students do not enter their student ID in their Reef profile, they will not show as registered in your iClicker Classic gradebook. They will appear as "Unknown REEF User" until they enter their student ID in their iClicker Reef (and

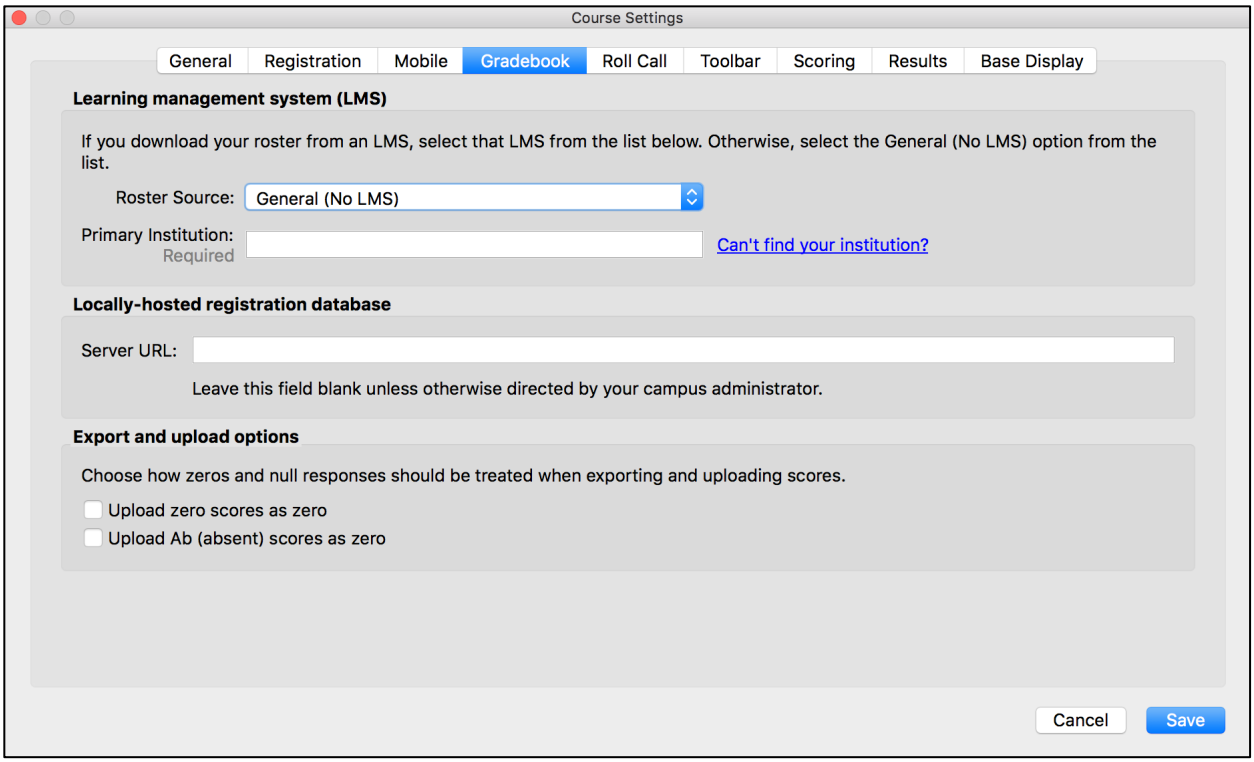
you synchronize your roster).

- If you resume a session in iClicker Classic, the session will appear as a new session to Reef students.

# Gradebook

*Use the Gradebook settings to specify the source for your student roster.*

## 1. Select the Gradebook tab in the Course Settings window.




## 2. Select the roster source.

If you download your roster from a learning management system (LMS), select that LMS from the **Roster Source** menu.

Select **General (No LMS)** if you are not using a learning management system (LMS).

NOTE: If you are using Canvas integration, you have the option to sync registrations from Canvas only and not with the entire national iClicker database.

**IMPORTANT:** Refer to the www.iclicker.com website to access instructions for your specific LMS.

## 3. Select export and upload options (if desired).

Starting with iClicker Classic 7.8, you can choose how zeros and absences should be handled when exporting scores or uploading scores to your LMS via the iClicker Classic LMS integration. See the Export and upload options on the Gradebook tab of settings. These settings are not required; they are optional.

There are two settings available: Upload zero scores as zero and Upload Ab (absent) scores as zero.

1. **Upload zero scores as zero**. When this box is checked, all zero responses get uploaded as numeric zero to the LMS or exported as zero. Responses other than zero (such as Ab, or absent) are uploaded as null or – (depending on the default handling by the LMS).

2. **Upload Ab (absent) scores as zero**. When this box is checked, all null (Ab) responses are uploaded as zeros.

One or both of the settings can be selected. If both options are selected, all zero and Ab responses are uploaded as numeric zeros to the LMS. If neither option is selected, the default behavior remains in tact. The default handling is as follows.

Scores of (numeric) zero get exported/ uploaded as – or blank, depending on the LMS.

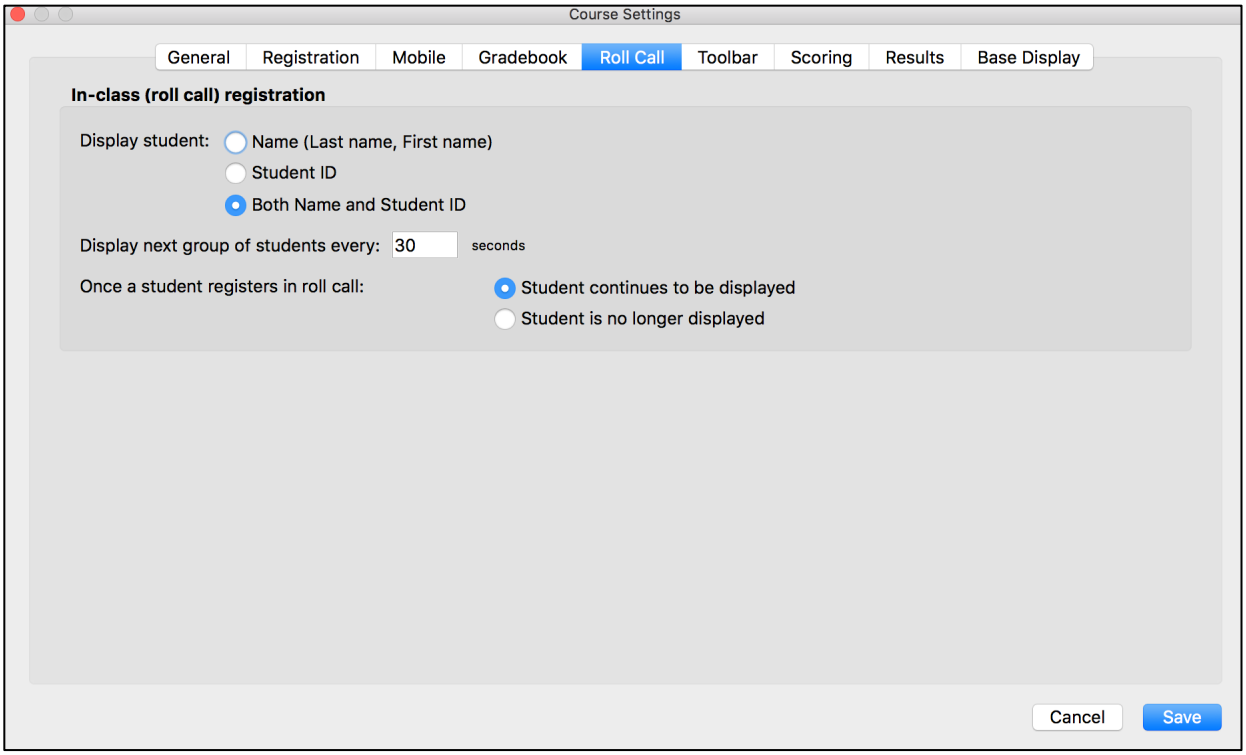
Scores of null (Absent) get exported/ uploaded as – or blank, depending on the LMS.

4. Save any changes to the Gradebook settings.

# Roll Call

*This setting modifies the way that student names appear on the **Roll Call** window for in-class registration. This option does not modify the format of your roster or gradebook file. See Prepare your roster for more details on registering students.*

## 1. Select the Roll Call tab in the Course Settings window.




You can choose to display the student names and IDs in the **Roll Call** window or show both.

Depending on the size of the class (e.g., 30-40 students), all of the student names may

not fit in the **Roll Call** window. If that is the case, **iClicker Classic** displays a new group of students after the time specified. The program cycles through the groups.

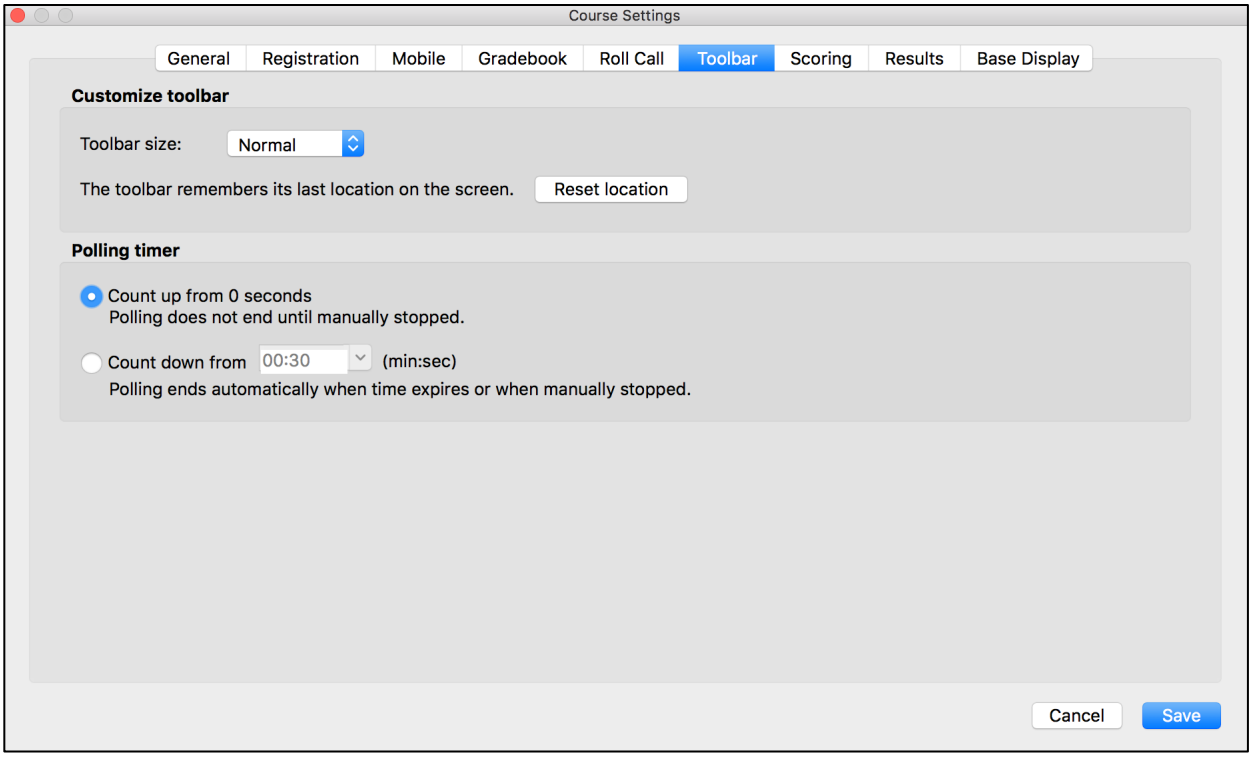
When a student successfully registers in roll call, you can choose to show the student name or hide it.

## 2. Update the roll call options and choose to save the settings.

# Toolbar

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

## 1. Select the Toolbar option in the Course Settings window.




## 2. Customize the polling toolbar.

The appearance of the session toolbar can be customized to meet your specific needs. Select the toolbar size (Normal or Small) from the drop-down menu.

By default, the toolbar remembers its last location on the screen. You can set the toolbar to reset to its original location by choosing the **Reset location** button.

## 3. Choose a count-up or count-down timer.

When you start polling, a timer begins. The default **iClicker Classic** timer counts upward, beginning with zero. In the default setting, you must choose to end polling. You may choose instead to define a countdown timer. To select the count down timer, select the **Count down from** option and set the count down timer start time.

**TIP**: In countdown mode, the up and down buttons to the right of the timer allow you to add or subtract 15 seconds as needed. You can still stop polling by pressing the **Stop** button on the session toolbar.

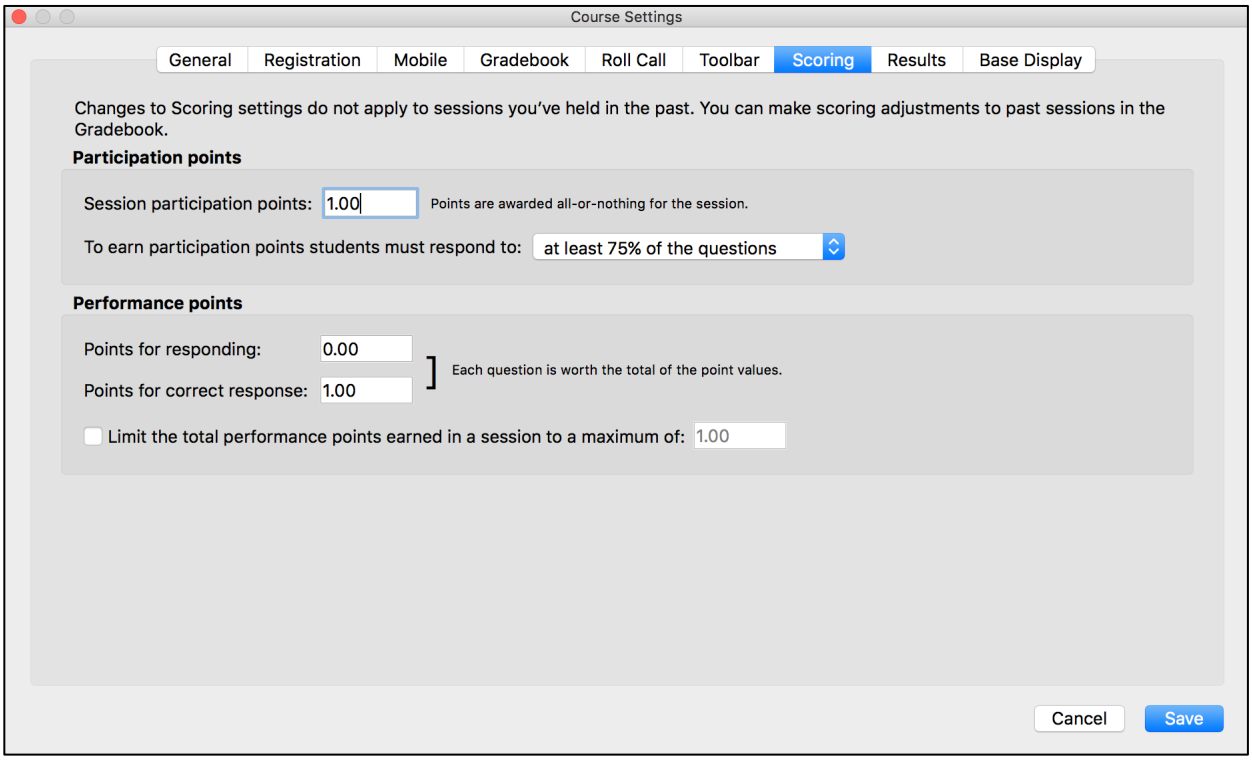
## 4. Save the settings to record your updates.

# Scoring

*The **Scoring** settings allows you to establish the point values that students earn for actively participating in class and for answering questions correctly.*

***IMPORTANT:** Any changes made to the **Scoring** settings apply only to new polling sessions. Make adjustments to past sessions using the gradebook.*

## 1. Select the Scoring tab in the Course Settings window.



## 2. Set the participation points options.

The **iClicker Classic** program awards participation points to students who attend and vote during lecture (encouraging student engagement). The program awards participation points by overall session activity, not by individual question.

### 2.1 Set the session participation points.

You can enter the number of points students earn in any given session for meeting the participation requirement, as defined by the criteria set in the next step.

### 2.2 Set the criteria to receive the participation points.

To earn the session participation points, students must respond to a certain percentage of questions in a session. Depending upon the total number of questions, **iClicker Classic** automatically calculates the minimum number of responses needed. Example: If you select the ***all but one question*** option and there are 10 questions in a session, a student must respond to at least 9 of the 10 questions (correctly or incorrectly) to earn the participation points.

## 3. Specify the performance points options.

The program awards performance points to students by question for specific answers. Students can earn performance points without earning participation points, depending on your preference.

### 3.1 Enter the points the student receives for responding to a question.

This option allows you to enter the default number of points students receive 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.

### 3.2 Specify the points awarded for a correct response.

This field allows you to reward students for choosing the correct answer for a question. These points are earned in addition to any performance points you award for simply answering the question.

### 3.3 Set a limit on the total number performance points a student may earn in a session.

Limit the number of total performance points a student can earn in a single session. Example: if maximum performance points are set at 5 points, and a 10-question session is held with each question worth 1 point, even if a student answers all 10 questions correctly, the most she can earn for that session is 5 points.

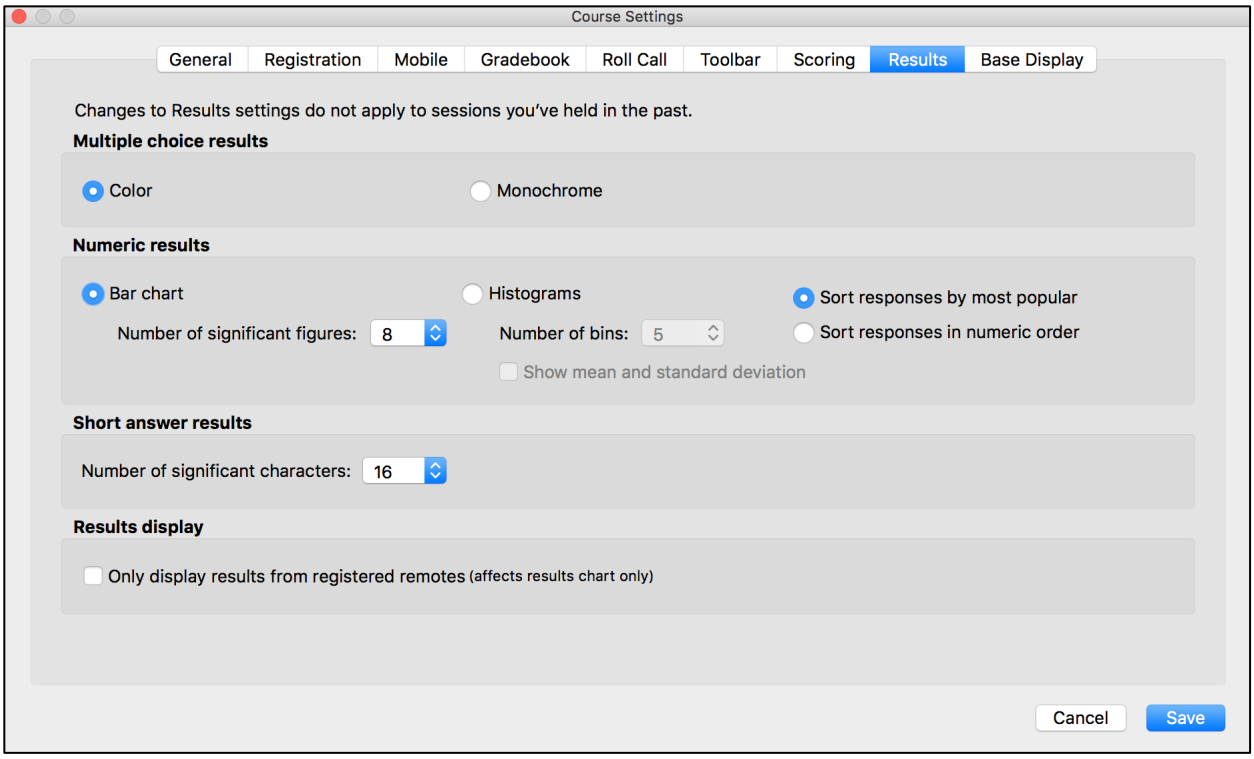
## 4. Save the updates.

**NOTE**: Any updates apply ONLY to future polling sessions. If you want to change the scoring for a previous session, use the gradebook to make those adjustments.

# Results

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

## 1. Select the Results tab in the Course Settings window.




## 2. Choose the chart display setting for Multiple Choice questions.

During polling, a graph displays the results of each question in your session. The multiple choice (A-E) results options allow you to select whether the chart displays as

**Color** or **Monochrome**.

## 3. Specify the chart options for Numeric Response questions

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. Set the number of significant figures (characters) that are displayed in the results chart. Changing the characters will adjust the number of figures/ digits that appear in the students' responses. For example, the student response **21111** when characters set to 2 would appear as **21000** on the results chart.

**Histogram**: The histogram chart displays the student responses in a histogram. Set the number of bins to adjust the number of vertical bars that appear in the histogram. You may also choose to show the mean and standard deviation.

**Sort Responses**: You can choose to sort numeric responses by most popular answer or in numeric order. By default, responses are sorted with the most popular answer on top of the results chart. (Note: this option is available starting with version 7.6.0.)

## 4. Set the number of significant characters for Short Answer questions.

Short answer, or alphanumeric, responses are displayed as a vertical bar chart with the responses sorted by most to least popular. Select the default 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.

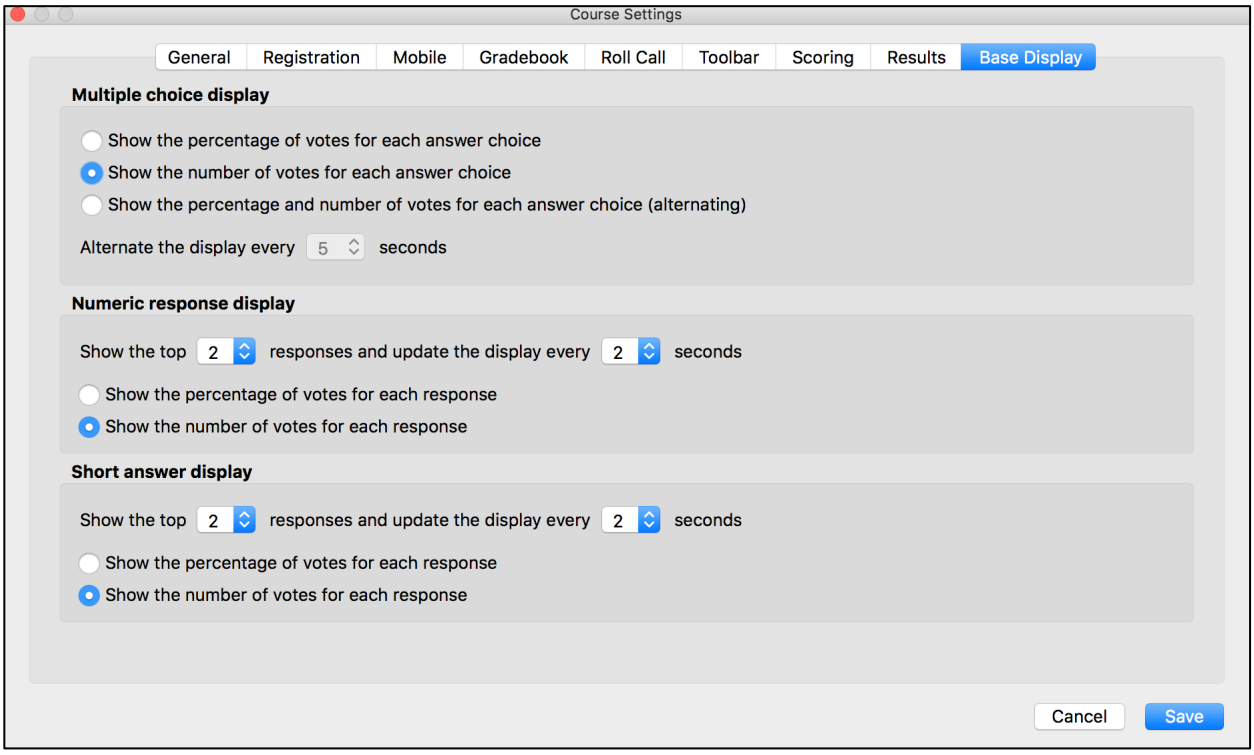
## 5. Display results from registered remotes only (optional).

You can choose to show results from registered remotes only by checking the box to display results from registered remotes only.

# Base Display

*The **Base Display** settings allow you to customize the information that appears on the base/receiver LCD display.*

## 1. Choose the Base Display tab in the Course Settings window.




## 2. Set the display option for Multiple Choice questions.

During polling, the **iClicker Classic** 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 and number of votes for each answer choice. (With this option selected, you may also choose the amount of time before alternating the display.)

## 3. Choose the Numeric Response question display settings.

The numeric response display shows the top responses for a polling session. Choose 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.

## 4. Select the base station display setting for Short Answer questions.

The short answer response display shows the top responses for a polling session. 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.

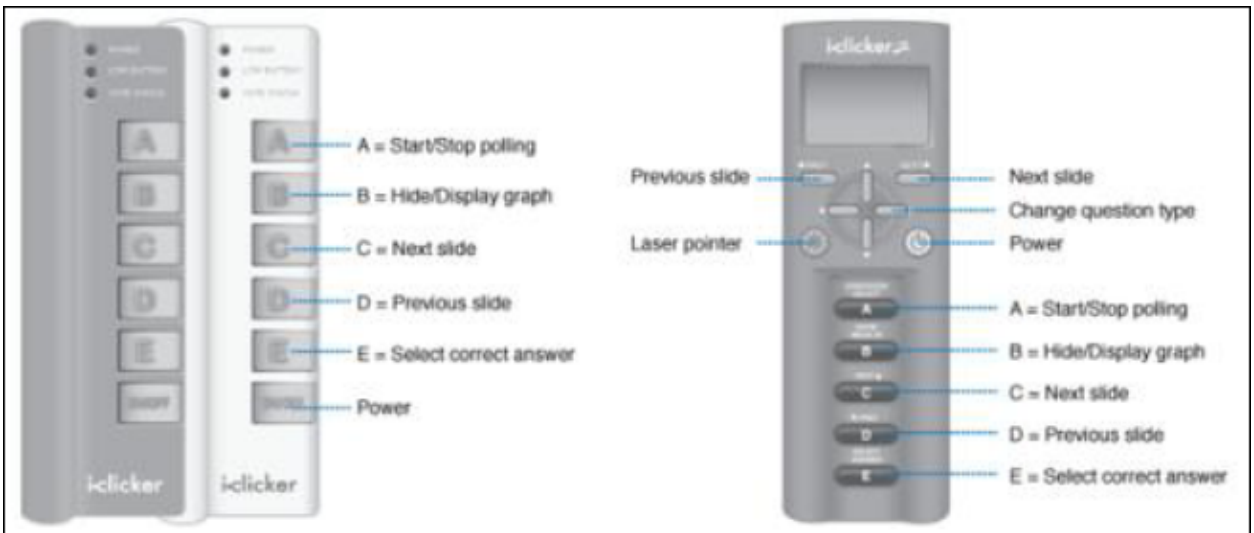
## 5. Save the settings for the base station display.

# *Learn more about iClicker Classic*

## Use your instructor remote to control iClicker Classic

*You may <u>designate one remote as the instructor remote</u> for your own use in class. The instructor remote controls polling and moves between slides in your presentation software, allowing you freedom to move around the room while conducting* ***iClicker Classic*** *polling sessions.*

### Review the instructor remote options.




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

As shown above, the five response buttons (A, B, C, D, E) control key functions of the

**iClicker Classic** polling software. The **iClicker 2** instructor remote includes a laser pointer and also provides the capability to change the question type.

**TIPS**:

- Many instructors use the blue standard **iClicker** remote as the instructor remote. There are no technical differences between the blue **iClicker 1** or **iClicker +** instructor remote and a white **iClicker 1** or **iClicker +** student remote, respectively. The color is designated to make it easier for you to keep track of your individual and loaner remotes. The **iClicker 2** instructor remotes, on the other hand, are designed specifically for use by instructors and cannot be used as student remotes.
- To use the instructor remote to control your presentation software, the presentation software must be the "active" application on your computer screen. If **iClicker Classic** becomes the "active" program, select the presentation screen to make the presentation the "active" application again.

# Use iClicker Classic with presentation software and videos

*The **iClicker Classic** 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 **iClicker Classic** with your presentation software.*

## Microsoft PowerPoint

The **iClicker Classic** polling session 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 **iClicker Classic** toolbar "disappears" while running a presentation. If this happens, it is because PowerPoint has taken focus away from the **iClicker Classic** toolbar. To correct this situation, simply press **ALT+Tab** (Win) or **Command+Tab** (Mac) on your keyboard and toggle to the **iClicker Classic** application icon. This brings the toolbar back into view.

Many instructors take advantage of the **iClicker Classic** 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, select the PowerPoint presentation to bring PowerPoint back into focus.

## Apple Keynote

Keynote users must change a preference in the Slideshow Preferences window in order for **iClicker Classic** to float on top of a presentation.

1. Select **Preferences** from the **Keynote** menu option.

2. Choose the **Slideshow** icon in the toolbar.

3. Select the **Allow Expose, Dashboard and other to use screen** option.

4. Close the preferences window.

If at any time the **iClicker Classic** toolbar or any **iClicker Classic** window "disappears" behind your Keynote presentation, press **Command+Tab** on your keyboard and toggle to the **iClicker Classic** application icon. This brings the **iClicker Classic** toolbar back into view.

## Prezi

**iClicker Classic** works best when Prezi presentations 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 **iClicker Classic** toolbar will "float" above the presentation, and you can even use the instructor remote to advance your Prezi "slides".

**NOTE:** If you attempt to run Prezi in full-screen mode from a web browser, **iClicker Classic** may force Prezi out of full-screen mode. Download your Prezi presentation to your computer or thumb drive to resolve this issue.

## Online Videos

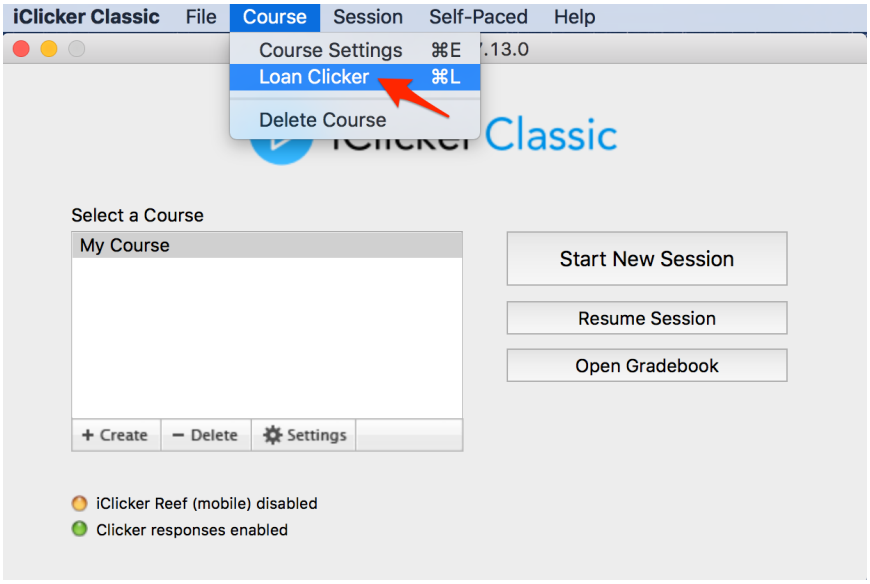
**iClicker Classic** works best when running online videos in standard rather than full-screen mode. If you run online videos in full-screen mode, **iClicker Classic** may cause the video to exit full-screen mode.

# Permanently loan a clicker to a student

*The **Loan Clicker** feature may be used to permanently assign a clicker to a student for the entire term. This option manually registers a single student at a time. This process is useful to register the occasional late addition to your course or for a student who buys a new remote partway through the term.*
*It is also possible to temporarily assign a clicker to a student for a single session.*
*Follow the steps below to permanently loan a clicker to a student.*

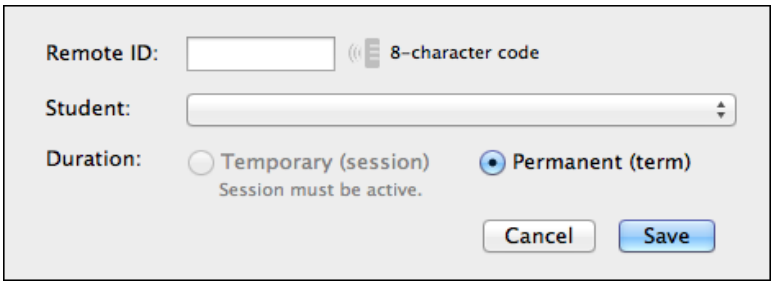
## 1. Select a course on the iClicker Classic home screen.

## 2. Choose Loan Clicker from the Course menu.




**TIP**: You can also permanently loan a clicker during a session by choosing **Loan Clicker** from the **Options** menu on the session toolbar.

## 3. Enter the 8-character ID located on the student's clicker.




The remote ID field is not case-sensitive.

**TIP:** The **Loan Clicker** window can be used to capture a transmitted remote ID. This feature is useful for avoiding remote ID entry errors or when a remote ID is illegible. This option is only enabled after a session is started and is indicated by an active **Transmit** icon next to the **Remote ID** entry field.

## 4. Select the student from the pop-up menu.

The student names in the list are pulled from your roster. You must prepare a roster before choosing to loan a clicker to a student.

## 5. Verify that the duration is set to permanent.

## 6. Save the clicker assignment.

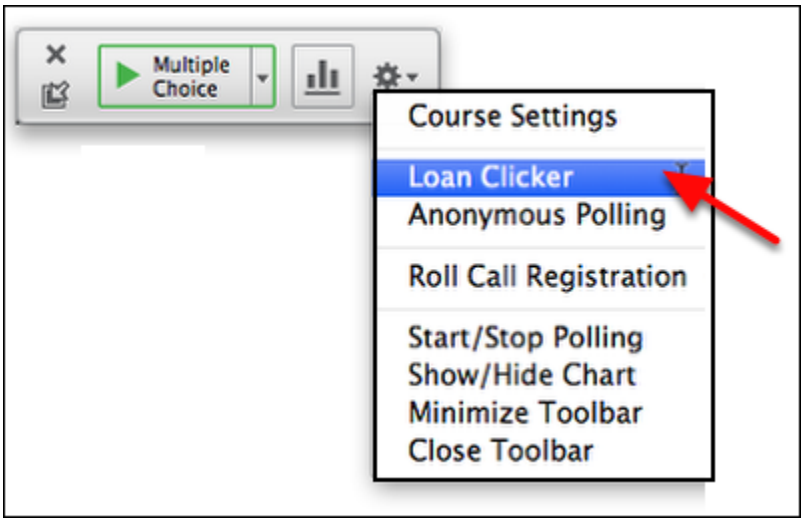
# Temporarily loan a clicker to a student

*You can temporarily assign a remote to a student for a single polling session. This is a useful feature for lending a student your extra remote when they forget to bring their own remote to class.*

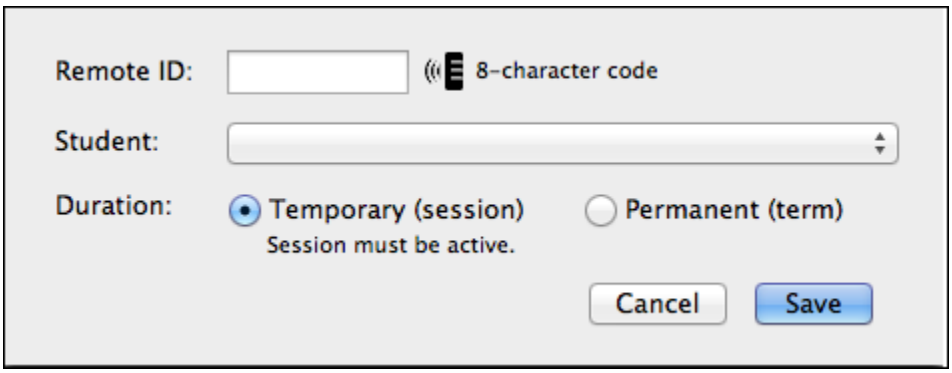
***IMPORTANT:*** *The option to temporarily loan a clicker is only enabled during an active polling session.*

1. Select a course and start a new session.

2. Choose Loan Clicker from the Options menu on the toolbar.



3. Enter the remote ID and select the student from the pop-up menu.




**TIP**: Rather than entering the remote ID, the student can transmit the remote ID. This feature is useful for avoiding remote ID entry errors or when a remote ID is illegible. This option is only enabled after a session is started and is indicated by an active **Transmit** icon next to the **Remote ID** entry field.

4. Set the duration to temporary.

5. Save the assignment.

# Change the frequency code on a student clicker

*If you change the base station frequency from **AA**, instruct your students how to change the frequency on their clickers.*
*The instructions vary depending on the clickers. Provide the necessary instructions to your students.*
***NOTE:** The receiver must be plugged in and a session must be started before students can change the clicker frequency.*

## Provide these steps to students with iClicker 1 and iClicker + devices.

Students with these devices must change their remote frequency at the beginning of each session. When you begin polling, an alert appears indicating the frequency.

### 1. Press and hold the On/Off button until the Power indicator light begins flashing.

### 2. Enter the 2-character frequency code using the buttons (A B C D) on the clicker.

Provide students with the frequency code (e.g., BB). Once a student successfully enters the code on a clicker, the Power light stops flashing.

## Instruct students with iClicker 2 devices to follow these steps.

The **iClicker 2** remote remembers the last saved frequency. If your students change the frequency in your class and do not later change frequencies again, the **iClicker 2** device

remembers the frequency from your class. The frequency briefly appears on the LCD screen when a student powers on a device.

1. Press and hold the On/Off button until the LCD screen shows a flashing frequency code.

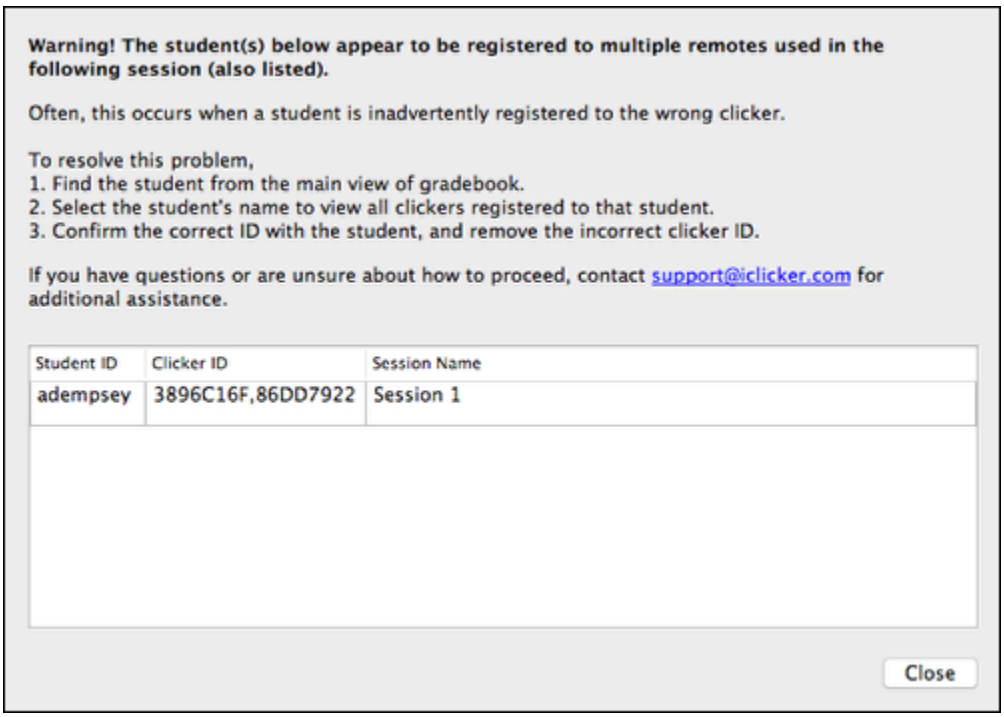
2. Enter the 2-character frequency code using the buttons (A B C D) on the clicker.

A checkmark briefly appears on the remote LCD indicating that you have successfully reset the frequency code.

# Resolve a multiple clicker ID warning

*While it is not likely, a student may be associated with two clickers. If this does occur, the* ***iClicker Classic*** *program warns you of this situation when you open or close the gradebook. Edit the student record to remove a clicker ID.*

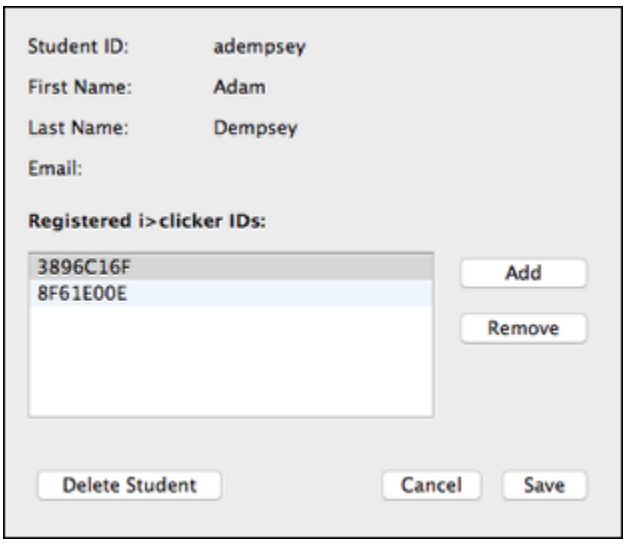
## 1. Review the multiple clicker ID warning.




Review the student IDs shown in the window. Make a note of the student(s) who have two or more remote IDs.

2. Open the gradebook.

3. Select (double-click) a student record to remove a remote ID.




4. Highlight the remote ID incorrectly associated with the student and select Remove to delete that clicker ID.

5. Save the updated student record.

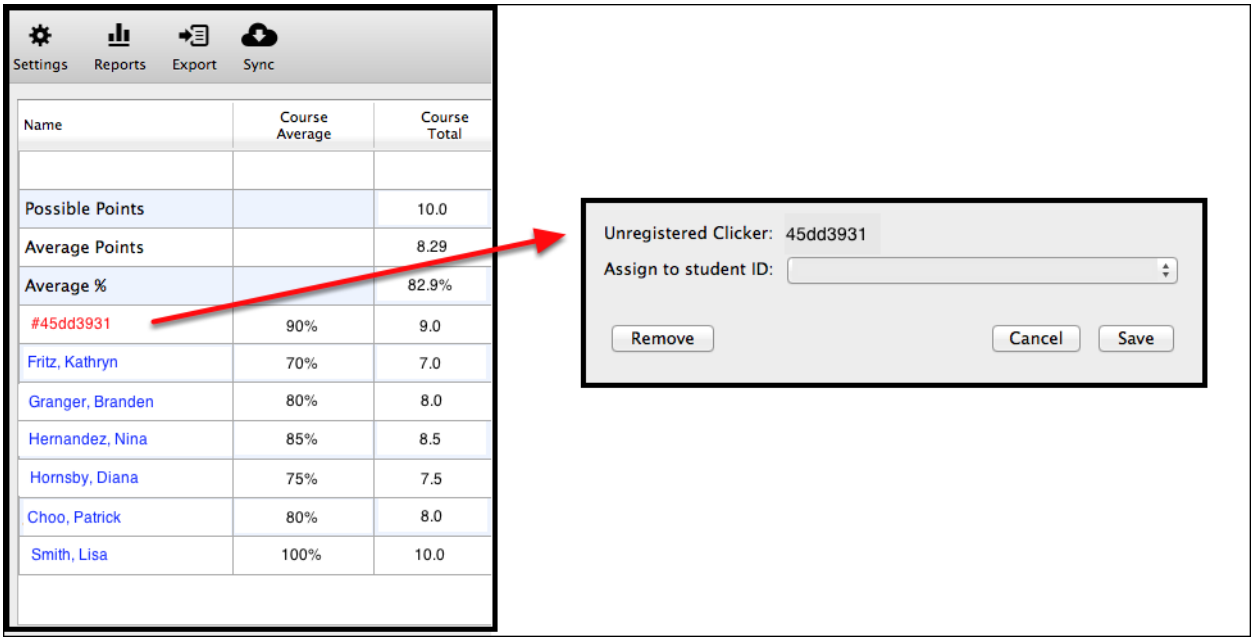
# Assign or remove an unregistered clicker

*Within the **iClicker Classic** gradebook, you can assign or remove unregistered clickers. If you have a few unassigned clickers, follow the steps here. Otherwise, refer to the instructions for preparing your roster.*

***NOTE:** Assigning or removing an unregistered clicker is necessary if a student dropped a class after a participating in a polling session or there was a problem with the clicker registration.*

1. Select a course and choose to access the gradebook.

2. Select (double-click) a clicker ID to view the Unregistered Clicker window.



## 3. Assign the clicker ID to a student or choose to remove the unregistered clicker.

If a student to be assigned does not appear in the pop-up menu, you will need to add that student to the roster.txt file.