

iClickers Semester Startup Checklist

Beginners

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Note: At the beginning of each semester there are certain tasks you should perform to ensure that your iClicker and iGrader software are up to date. This is especially true after we have had any upgrades to Blackboard. Do <u>not</u> upgrade your software in the middle of the semester.

Upgrading the iClicker Software

The iClicker Base Software updates can be downloaded from the <u>iClicker website</u> or you can use the WebUpdate utility.

Download Upgrade from iClicker website

To upgrade the iClicker Base Software from the iClicker website:

- 1. Plug the thumb drive from your iClicker base into your computer.
- 2. Open your web browser and navigate to the <u>iClicker website</u>.
- 3. Click **Menu** on the top right corner of the webpage.



4. On the Menu page, find and click Downloads & Release Notes.





- 5. Scroll down on the following page and find the version 6.4.1 of the software for your operating system. Starting Fall 2013 Clemson University will be supporting version 6.4.1. This version works with the old base units as well as the new modified base units.
- 6. Click the link for your operating system to download the correct version of the software.
- 7. A pop-up window displays asking if you want to Open or Save the file.

Do you	want to open or save this file?
	Name: iclicker_v613_win.zip
	Type: WinRAR ZIP archive, 27.9MB
	From: iclicker.com
	Open Save Cancel
V Alwa	ys ask before opening this type of file

NOTE: This window may vary depending on the web browser you are using.

8. Click Open.

NOTE: If you are using Windows Vista or Windows XP you may receive a pop-up message regarding opening web content. Click **Allow**.

9. Select the **iClicker Win 6.4.1** folder if you selected the Windows download. Select the **iClicker Mac v6.4.1** folder if you selected the Mac download.

→ Jessie →	Downloads → iclicker_v630_Win →	• 49	Search iclicker_v630_Win
Organize Extract all	files		8≡ ▼ 🔟 🔞
🔶 Favorites 🔺	Name	Туре	Compressed size Password
Desktop Downloads Control Downloads Downloads Downloads Documents Documents Documents Wusic Pictures Videos Videos Videos	9 9	File folder	
1툪 Computer 9몇 Network			
	٠ ا		
iclicker Win v6	.3.0 Type: File folder		



10. Then click **Extract all Files**.

11. Then select the thumb drive.

Note: Alternatively, you can extract the zip file folder structure to a folder on your U:/ drive and use the software from there. Select **Browse.** Then create a **New Folder** to access the iClicker software, and click **OK**.



- 12. Click **OK**.
- 13. Close the zip file window.



- 14. Navigate to the root of your thumb drive. A new folder named **iclicker Win v6.4.1** is available if you selected the Windows download. A new folder named **iclicker Mac v6.4.1** is available if you selected the Mac download. This new folder contains the iClicker and iGrader software.
- 15. If you need copies of your old iClicker data, rename the existing **iClicker Win 6.4.1** folder to something different.



- 16. If you do <u>not</u> need your old iClicker data, select the iClicker Win 6.4.1 folder if you are using a PC. Select the i_clicker Mac 6.4.1 folder if you are using a Mac.
- 17. Then press **Delete**. This will remove the old iClicker and iGrader software so that you will open the correct software.

Adding your Courses

To add a course to the iClicker application:

1. Open the iClicker Mac v6.4.1 or iClicker Win v6.4.1 folder.

Note: In older versions the folder may have been titled MyCoursePC or MyCourseMac.

2. Double-click the **iclicker** icon.

Organize Include	in library Share with Burn Net	w folder	8	•••
🔆 Favorites	Name	Date modified	Туре	Size
🧮 Desktop	🅌 iclicker Help	9/5/2013 10:53 AM	File folder	
鷆 Downloads	🌗 iclicker Libs	9/5/2013 10:53 AM	File folder	
Recent Places	퉬 igrader Libs	9/5/2013 10:53 AM	File folder	
	Resources	9/5/2013 10:53 AM	File folder	
🥽 Libraries	🎉 WebUpdate Libs	9/5/2013 10:53 AM	File folder	
Documents	🕼 iclicker 🔶 (2)	9/5/2013 10:53 AM	Application	23,015 KB
🎝 Music	📓 igrader	9/5/2013 10:53 AM	Application	12,194 KB
Pictures	🛃 QuickStartGuide	9/5/2013 10:53 AM	PDF - SMART Ink	498 KB
🚼 Videos	🛃 Self Paced Polling Student User Guide	9/5/2013 10:53 AM	PDF - SMART Ink	184 KB
	🛃 UserGuide	9/5/2013 10:53 AM	PDF - SMART Ink	1,464 KB
輚 Homegroup	👶 WebUpdate	9/5/2013 10:53 AM	Application	5,384 KB
🖳 Computer				
📬 Network				

3. The iClicker application opens.

G → iclicker images → New folder → iclicker Win v6.3.0 →	✓ 4 Search iclicker W	/in v6.3.0 🔎
Organize 🔻 🛅 Open Share with 👻 Burn New folder		· · · ·
★ Favorites Name	Date modified Type	Size
E Desktop	9/5/2013 11:24 AM File folder	T.
Downlos 🐱 Welcome to i>clicker		, , , , , , , , , ,
Eccent F Choose your course:	iclicker	
Citebraries	- energy	
Docume.		
J Music		23,015 KB
E Pictures		12,194 KB
Videos Videos		к 498 КВ
		к 184 КВ
😽 Homegrot		к 1,464 КВ
Computer New Edit Delete	(*) = i>clicker GO enabled course	5,384 KB
Network	Choose Exit	
iclicker Date modified: 9/5/2013 10:53 AM Date creat Application Size: 22.4 MB	ed: 7/11/2013 10:21 AM	

4. Click the **New** button.



- games and open	A A A A A A A A A A A A A A A A A A A	B	-		
🔆 Favorites	Name	Date modified	Type	Size	
Nesktop	Classes	9/5/2013 11:24 AM	1 File folder		
bownloads	C New Course				
🕍 Recent Places	Add your course inform	ation.			
🥽 Libraries	Vour course information	should be specific anough so that you			
Documents	students can use it to id	should be specific enough so that you intify your course.	11		
👌 Music			1	23,015 KB	
Pictures	Course Name: 1	lutrition	n	12,194 KB	
H Videos	Course Number: 1	01	5 RT Ink	498 KB	
			RT Ink	184 KB	
🔣 Homegroup	Section Number: 0		RT Ink	1,464 KB	
	2	(6) Create	Cancel	5,384 KB	
Computer					
Se Naturali					
Network					

- 5. Enter your Course Name, Course Number, and Section Number.
- 6. Then click the **Create** button.

() ,	iclicker images → New folder → iclicker Win v6.3.0 →	👻 🍕 Search iclicker W	in v6.3.0
Organize 🔻	Open Share with Burn New folder		····
Favorites E Desktop Downloa E Recent P	Name Classes	Date modified Type	Size
➢ Libraries ➢ Docume ➢ Music ➢ Pictures ☑ Videos ☑ Homegrou	Nutrition-101-01		23,015 KB 12,194 KB c 498 KB c 184 KB c 1.464 KB
ाफ़ू Computer ལ️ Network	New Edit Delete	(*) = i>clicker GO enabled course	5,384 KB
iclick Appl	er Date modified: 9/5/2013 10:53 AM Date creat ication Size: 22.4 MB	ad: 7/11/2013 10:21 AM	

7. The new course is displayed in the iClicker application.



Organize 🔻 Include	in library ▼ Share with ▼ Burn Ne	w folder	8	≡ ▼ 📶	6
🚖 Favorites	Name	Date modified	Туре	Size	
🧮 Desktop	Classes -8	9/5/2013 11:35 AM	File folder		
📙 Downloads	🕌 iclicker Help	9/5/2013 10:53 AM	File folder		
Recent Places	iclicker Libs	9/5/2013 10:53 AM	File folder		
	🎉 igrader Libs	9/5/2013 10:53 AM	File folder		
📷 Libraries	Resources	9/5/2013 10:53 AM	File folder		
Documents	🎉 WebUpdate Libs	9/5/2013 10:53 AM	File folder		
J Music	iclicker	9/5/2013 10:53 AM	Application	23,015 KB	
Pictures	📓 igrader	9/5/2013 10:53 AM	Application	12,194 KB	
😸 Videos	🛃 QuickStartGuide	9/5/2013 10:53 AM	PDF - SMART Ink	498 KB	
	🛃 Self Paced Polling Student User Guide	9/5/2013 10:53 AM	PDF - SMART Ink	184 KB	
🝓 Homegroup	🛃 UserGuide	9/5/2013 10:53 AM	PDF - SMART Ink	1,464 KB	
	🚳 WebUpdate	9/5/2013 10:53 AM	Application	5,384 KB	
🜉 Computer					
🖣 Network					

- 8. A Classes folder is also created in the **iClicker Win v6.4.1** folder. Within the Classes folder an additional folder is created for each of the classes created with the iClicker application.
- 9. Click **Exit** to close the iClicker application.



Downloading your Blackboard Learn Grade Center to use for Student Registration

To download the Blackboard Learn Grade Center:

- 1. Login to Blackboard Learn.
- 2. Click the **Courses** tab.



- 3. Click the course to open from the **Course List** module.
- 4. The course entry page will be displayed. From the **Control Panel**, click the chevron to access the **Grade Center**.

								💄 Jessie Buckley 🔍	-21
Home Courses	Workgroups	Content Collection	Employees	Students	Clemson Resources	Portal Admin			
buckle8-nutrition101 buckle8	-nutrition101 💟	Home Page						Edit Mode is: ON	ŕ
+ E E E E E E E E E E E E E E E E E E E		Home Page ⊠							
Home Page Information 📾	Add C	ourse Module						Customize Page	
Content Discussions	My A	nnouncements			* 🗆 🛛	My Calendar		* 🗆 🛛	E
Groups Tools	⊠	No Course Annound	ements have bee	in posted in the	last 7 days. more announcements	N	o calendar events have been posted for th	more calendar events	
Help Textbooks	Мут	asks				To Do			
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* Control Panel					more tasks	What's Past Du	le	Actions 😽	
Content Collection	What	's New			e 8 8	× All Items (0))	×	
© Course Tools Evaluation	» 20	Edit Notification Settings			Actions 😺	Select Date: 09	9/04/2013 🔳 Go	Actions ¥	
Grade Center Vusers and Groups	»		No Notificatio	ins		* Today (0)		(
Customization							Nothing Due Today		
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						 Future (0) 	(0)	× (
https://bb.clemson.edu/webapps/g	gradebook/do/ir	structor/enterGradeCenter	?course_id=_8454	8_1			Last Upo	ated: September 4, 2013 5:22 PM	-

5. The Grade Center page is displayed.

NOTE: The first three columns in the Grade Center should be in this order Last Name, First Name and Username before you download.

										💄 Jessie Buckley	•
Home Courses V	Vorkgroups Con	tent Collection	Employees	Students	Clemson Resou	rces Port	tal Admin				
buckle8-nutrition101 buckle8-n	utrition101 🔯 Grade	e Center								Edit Mode is: OI	?
buckle8-nutrition101 buckle8-nutrition101 Home Page Information Discussions	When screen rea mode is off, grad keys or the tab ke Create Colum	de Center : ader mode is on th les can be typed d ey to navigate thron nn Create Ca	EFull Grad retable is static, a irectly into the cel ugh the Grade Ce alculated Colum	e Center and grades ma s on the Grad nter. <u>More Hel</u>	y be entered on the e Center page. To en ₽ nage ★ Report	Grade Details p ter a grade: cli s 🞸	bage, accessed by ck the cell, type the	selecting the table of grade value, and pre	eli for the grade. Wi sss the Enter key to	ten screen re submit. Use thr a itter Work Offi	rrow
Groups E Tools E Help E	< Move To T Grade Information	Top Email 📎						Sort Columns By: [Layout Position 📎	> Upload Download	-7
Textbooks	Last Name	🗵 First Nam	ie 🛛 Userr	ame 🛛 🕅	Student ID 🛛 🗵	Last Access	Availability	🕅 Weighted T	otal 🗵 🕑 Total	×	
COURSE MANAGEMENT	Trainer02	Trainer02 Trainer04	traine traine	r02 r04		July 25, 2013	Available Available		160.00		
* Control Panel Content Collection	Selected Rows: 0	Top Email 😒	•		III					F Icon Le	agend
Evaluation Grade Center Users and Groups Customization Packages and Utilities Help										Edit Rows Dis	played

- 6. The Grade Center page is displayed. Hover your mouse over Work Offline.
- 7. Then select **Download**. The Download Grades page is displayed.

	٨.	Jessie Buckley	•	>
Home Courses W	Vorkgroups Content Collection Employees Students Clemson Resources Portal Admin			
buckle8-nutrition101 buckle8-nu	utrition191 😰 Grade Center > Download Grades Ed	it Mode is: ON	?	
buckle8.nutrition101 buckle8.nutrition101 Home Page Information Output	Download Grades Full or partial data can be downloaded from the Grade Center and saved to your computer or a Content Collection folder. Once downloaded, grades can be changed and later uploaded to the Grade Center. In addition, you can edit comments accessed through the Quick Comment feature or the Manually Override tab on the Grade Heip	and added offline Details page. <u>More</u>		
Content Conten	C 1. Data	Cancel Submit		I
Textbooks	Select Data to Download Full Grade Center Selected Column Weighted Total Selected Column User Information Only			
Control Panel Content Collection Course Tools Evaluation Grade Center	Options Choose either the tab delimited (XLS) or comma delimited (CSV) delimiter type to open the file directly in Microsoft Excel. Select comma delimited for importin applications that do not support Excel.	ig to third-party		
 Users and Groups Customization Packages and Utilities Help 	eppin-cardine track of into support Excer. Delimiter Type Include Hidden Information Hidden information includes columns and users that have been hidden from view.			
	Save Location Select where to save the file			

- 8. In the Data section, select the **User Information Only** radio button. This will download the Last Name, First Name, and Username for each student.
- 9. Select **Comma** as the **Delimiter Type**.



CLEMS							🚨 Jessie Buckley 🔻	-21
UNIVERSITY Home Courses W	orkaroups	Content Collection	Employees	Students	Clemson Resources	Portal Admin		
Groups							Cancel Submit	^
Tools	< 1.	Data						
Help 📓	Se	elect Data to Download	💮 Full G	ade Center				
			- Calact	ad Caluma		o eludo Commonto f	is the Column	
COURSE MANAGEMENT			O Seleci		weighted Total 💌 📋 I	nciude Comments it	or this Column	
A Canterl Decal	9		User I	nformation Onl	У			8-
Content Collection	_							
Course Tools	2	Options						
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Grade Center »	ap	plications that do not sup	port Excel.	ina demine d	(in the life directly in i	and oboit Exect. Octob comma domined for importing to an a party	
Users and Groups	De	elimiter Type	Common Commo	na 💿 Tab				
Packages and Utilities >>	In	clude Hidden Information	─ Yes Hidden infe	No 🔶	des commos and users that	at have been hidden	from view.	
								8.
	3.	Save Location						8
	Se	elect where to save the file						
	Do	ownload Location	My Co Conte	mputer nt Collection	Browse			
			L				12	
	4	Submit						
		lick Submit to proceed. Cl	ick Cancel to quit				•	
		ick outsing to proceed. Of	ion Ganeer to quit.				Cancel Submit	

- 10. Select No for Include Hidden Information.
- 11. Select My Computer for the Download Location.
- 12. Then click **Submit**. The Download Grades page is displayed.



13. Then click **Download**.





- 14. From the File Download window, click the **Open** button. This will open a copy of the grade center on your local computer in Microsoft Excel.
- 15. In Microsoft Excel, click the **File** tab.
- 16. Then select **Save As**.
- 17. Scroll through the Save as type field and select CSV (comma delimited).

X Save As	-24		-	-	×
🔾 😜 🗢 📕 « New fo	older 🕨	iclicker Win v6.3.0 🔫	18 - 4	Search iclicker Win v6.3.0	Q
Organize 👻 New fo	lder			•== •	0
Microsoft Excel	-	Name	_	Date modified	Туре
		🐌 Classes 🛛 🗲 🕂	19	9/5/2013 11:35 AM	File fold
🔆 Favorites	E	퉬 iclicker Help	\smile	9/5/2013 10:53 AM	File fold
🧮 Desktop		퉬 iclicker Libs		9/5/2013 10:53 AM	File fold
🐌 Downloads		鷆 igrader Libs		9/5/2013 10:53 AM	File fold
强 Recent Places		Resources		9/5/2013 10:53 AM	File fold
		🍌 WebUpdate Libs		9/5/2013 10:53 AM	File fold
🧊 Libraries					
Documents					
👌 Music	-	٠			•
File name: Bo	ok1				•
Save as type: CS	/ (Com	ma delimited) 🛛 📥	17)		•
Authors Inc			Town Add a to		
Authors: Jess	IE DUCK	iey	rags: Add a tag	9	
Hide Folders			Tools 💌	Save Can	:el

- 18. Browse for the **iClicker Win v6.4.1** folder.
- 19. Then find the **Classes** folder.
- 20. Within the Classes folder, find the folder created previously for the class.



21. In the File Name field, enter gb_export.csv.



- 22. From the Save as type drop down list, select CSV (Comma delimited)(*.csv) file format.
- 23. Then click Save.

Setting up your Course Management Preferences

To setup your Course Management Preferences:

- 1. Open the iClicker Win v6.4.1 folder.
- 2. Double-click the **iclicker** icon.
- 3. The iClicker application opens.

Welcome to i>clicker	
Choose your course:	i⊧clicker
Nutrition-101-01	
	5
New Edit Delete	(*) = i>cicker GO enabled course Choose Exit

- 4. Select a course.
- 5. Then click the **Choose** button. The iClicker application is displayed.



- 6. Click the **My Settings** button.
- 7. Then click the **LMS/Reg** tab.

	1> clicker GO	LMS/Reg	Polling	Scoring	Results	Base Di	splay	Demographics
Learni	ing Manageme	ent System	(LMS)					
G	eneral			AN	IGEL			
Select this option if you are not using a CMS to get your roster, collect remote ID		Blackboard Version 8 (and above) Version 8 (and above)						
	egistration information	ion, or import se	ession	🔘 Ca	nvas			
data.		O De	sire2Learr					
				O M	odle		`	
				Sal	kai	6)	
				_				
Displ	ay: 🛛 Last	Name	First I	Name	🕅 Stu	dent ID	•	-9
Webr	egistration							
	or LIDL.							
Sen	rer unc:							
Sen	er une:	Leave this field	d blank unless	directed oth	nerwise by yo	ur campus	administr	ator.
Sen Result	ts display	Leave this field	d blank unless	directed oth	terwise by yo	ur campus	administi	ator.

- 8. In the Learning Management System (LMS) area, select Blackboard, and then scroll through the pop-up bar to the right and select Version 8 (and above).
- 9. Select how your roster information is displayed for In-class (roll call) registration.
- 10. Select the settings for the **Results display**. This setting will only affect the iClicker displays; iGrade will still contain all results.
- 11. Then click the **Set for Course** button.

Note: If you have forgotten to download you Blackboard Learn Grade Center file, you will get an error message.



12. If you have downloaded the Blackboard Learn Grade Center file, it will take you back to the Start Session page.





- 13. Click the red X in the top right corner to close this window.
- 14. To continue creating courses or to change to a different course, click the **Course** menu and select the appropriate action.

Setting up your Class Roll for Student Registration

To set up your Class Roll for Student Registration:

- 1. Open the **iClicker Win v6.3** folder.
- 2. Double-click the **iclicker** icon.
- 3. The iClicker application opens.

🕼 Welcome to i>clicker	X-
Choose your course:	i⊷licker
Nutrition-101-01	
I ↑	
(4)	
	5
New Edit Delete	(*) = i>clicker GO enabled course
0	Choose Exit

- 4. Select a course.
- 5. Then click the **Choose** button. The Start Session page is displayed.

i>clicker v6.3.0 File Edit Session Question Course Self-Paced Polling Help	E X
Nutrition-101-01 Change Course	i⊧clicker.
Start Session >	Resume Session
6	Wy Settings

- 6. Click Start Session.
- 7. In the top left corner of the screen the iClicker software will be displayed.



Ζ	8 Google ×	👪 Blackboard Learn 🛛 🗙 🗸	M Inbox - buckle4@g.clems∈ ×					23
1111111	A-E V	Home 8 vebapps/portal/	frameset.jsp?tab_tab_group	_id=_2_1&url=%2Fw	ebapps%2Fblackl	board%2Fexecute%2Flauncher%3Fty	/pe%3DCour: 🕅 😭	∃≡
	CLEMS	Question On The Fly	•				💄 Jessie Buckley 💿 🔻	-21
		Anonymous Polling	-					
	Hama Courses	Loan Clickers		Clamoon Bacouroon	Portal Admin			
80	Home Courses	Roll Call Registration	9 inproyees students	Clemson Resources	Fortar Admin			
	Nutrition 101 memarsh-test24	Run All Demographics					Edit Mode is: ON	
r		Select Demographic Question						
		Select Question	s					
	* Nutrition 101 (momarch tost246 627)	Load Question List	ĩ					
1	Home Page 🖾	My Settings	lownload the file and work of	fline click Download to One	n the file			
1	Syllabus 🔤							
i	Course Schedule 🖩 🛛 📓	DOWNLOAD						
ŀ	8							
ļ	Lectures 📓							
	Assignments 🖩 🛛 🔤							
	Groupwork							
ſ	Tools							
1	Gradebook 📓							
1	Help 📓							
	COURSE MANAGEMENT							
1	* Control Panel							
	Content Collection »							
	Evaluation »							
	Grade Center »						ОК	
	Users and Groups	L.						
	Customization >>							
	Enrolment Options							////// T

- 8. Click the down arrow **View Toolbar Options •** button.
- 9. Then select **Roll Call Registration**.

Roll Call Registration	
Step 1: Press the button that matches the 1st letter next	to your name or ID.
Step 2: Press the button that matches the 2nd letter nex	t to your name or ID.
Register Now	Time Remaining: 9
Cole	А
Darling	В
Grainger	с
Kent	D
Pan	E
Press "DD" to clear your registration	Allow 15 seconds for viewing
Up Next	
Phillips	
Potter	
Thompson	
Washington	
Cole	
0	Close

- 10. A list of 5 names will be displayed at the top of the screen. Those are the students that can register at present. To allow them additional time to register, change the value in the **seconds for viewing** field.
- 11. A letter will be displayed next to these students' names. The student should press this letter on their iClicker remote.

Note: If you only see one student's name, you may need to change your Settings and Preferences. Review the steps in "Setting up your Course Management Preferences" and ensure the radio button for **Blackboard 8.0 and above** is selected. Then click **Set for Course**.



12. A second letter will appear next to the student's name. Students should click that second letter on their Clicker remote as confirmation that this is their Last Name, First Initial, and their UserID.

Roll Call Registration	
Step 1: Press the button that matches the 1st letter next to your r	name or ID.
Step 2: Press the button that matches the 2nd letter next to your	name or ID.
Register Now	Time Remaining: 1
Phillips, #82E997FC	A C
Potter, #82D1EDBE	B D
Prince	С
Thompson	D
Washington	E
Press "DD" to clear your registration Allow	15 seconds for viewing
Up Next	
Cole	
Darling	
Continue	
Granger	
Grimm	
Grimm Kent	

- 13. Once a student registers correctly, their Clicker remote ID will be displayed to the right of their name.
- 14. If a student registers incorrectly, they can click DD to remove their registration and try again.
- 15. Click Close once all students are registered.

Using the iGrader software to upload scores to Blackboard Learn

To upload your scores from the iGrader application into Blackboard:

1. Open the iClicker Win v6.4.1 folder.

NOTE: Alternatively, if you already have the iClicker software open, you can click the **File** menu and select **Open i>Grader**.

- 2. Double-click the **igrader** icon.
- 3. The iGrader application opens.

Welcome to i>grader	
Edit Help	
Choose your course:	i∙grader
Nutrition-101-01	
	(*) = i>dicker GO enabled course
0	Choose Exit

- 4. Select the course to upload grades.
- 5. Then click the **Choose**. The iGrader application is displayed.



Nutrition-101-01	6 I			i•grader.
Student Name 🔻	2	2 🔍		Ū
Name	Average	Total	9/6/13	
Kent, Clark	0.00	0.00	Ab	
Lewis, Georg	0.00	0.00	Ab	
Pan, Peter	0.00	0.00	Ab	
Phillips, Josh	1.00	1.00	1.00	
Potter, Harry	1.00	1.00	1.00	
Prince, Diana	0.00	0.00	Ab	
Thompson, Marley	0.00	0.00	Ab	
Walsh, Heather	1.00	1.00	1.00	
Washington, George	0.00	0.00	Ab	
#0D286F4A	1.00	1.00	1.00	
CI A 1.00				Output formatted for a Blackhoar

6. Click the **Export** button on the toolbar.

🖺 Export Session Data	
Edit Help	
Step 1: Select the sessions(s) to export.	
Session Title	
9/6/13	
↑	
\overline{O}	
Select All Deselect All	
Step 2: Select optional output.	
2 Export	Cancel

- 7. Select the checkbox for the sessions to be exported.
- 8. Then click Export.



- 9. A pop-up message is displayed that states the uploadfile.csv was created and the directory path where the file can be found.
- 10. Click **OK**.
- 11. Then exit i>Grader by closing the i>Grader window.
- 12. Login to Blackboard Learn.
- 13. Click the **Courses** tab.





- 14. Click the course to open from the **Course List** module.
- 15. The course entry page will be displayed. From the **Control Panel**, click the chevron to access the **Grade Center**.

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Home Courses W	orkgroups Content Collection	Employees	Students	Clemson Resources	Portal Admin			
buckle8-nutrition101 buckle8-nu	trition101 🖾 Home Page						Edit Mode is: ON	
buckle8-nutrition101 *	Home Page 🛛							
ome Page 📓	Add Course Module						Customize Page	î↓
ntent S	My Announcements			* 🗆 🛛	My Calendar		* 🗆 8	
scussions 🛛 🕅 pups 🖓 ols 🗳	No Course Annour	cements have bee	n posted in the	last 7 days. more announcements	No	calendar events have been posted for th	e next 7 days. more calendar events	
ip 🖬 tbooks 📓	My Tasks				To Do		# 8 E	
UDSE MANAGEMENT	My Tasks:	No tasks du	Ð.		Edit Notification S	Settings		
optrol Danol				more tasks	What's Past Due	•	Actions ¥	T
ntent Collection »	What's New				¥All Items (0)		*	
urse Tools aluation »	Edit Notification Settings]		Actions ¥	What's Due Select Date: 09/0	04/2013 📓 Go	Actions ¥	J
ade Center » ers and Groups		No Notificatio	ns		* Today (0)	Nothing Due Today	8	
ckages and Utilities					▼ Tomorrow (0))	8	
lp					¥This Week (0))	8	ī.
					¥Future (0)		8	
//hh clemson edu/webanns/gray	debook/do/instructor/enterGradeCent	er?course_id=_84548	3 1			Last Upd	ated: September 4, 2013 5:22 P	9.4

- 16. The Grade Center is displayed.
- 17. The Grade Center page is displayed. Hover your mouse over Work Offline.

<u>CLEMS#N</u>										💄 Jess	ie Buckley	•
UNIVERSITY Home Courses	Workgroups C	Content Collection	Employees	Students	Clemson Resou	rces Porta	al Admin					
buckle8-nutrition101 buckle8	nutrition101 🔯 Gr	rade Center								Edit Mod	e is: ON	?
A buckle8-nutrition101 (buckle8-nutrition101) Home Page Information Content Discussions Groups Tools	Gi When screen whey sorthe ta Create Col	rade Center : reader mode is on th rades can be typed di b key to navigate throu lumn Create Ca To Top Email S	Full Grade	Center d grades ma on the Grade er. <u>More Helr</u>	be entered on the 0 Center page. To en 2 Aage S Report	Grade Details p ter a grade: clic s 😵	age, accessed b k the cell, type th	y selecting the grade value Sort Colur	ne table cell for the e, and press the Er mns By: Layout Po;	grade. When scree ter key to submit. L Filter V Uploa sition O	n r 17 Ise the arrow Vork Offline d 4 18 oad	3
Help	Grade Inform	ation Bar								Last Saved: July 2	9, 2013 10:31 A	M
Textbooks	🖉 🔳 Last Nan	ne 🛛 🕅 First Nam	ie 🛛 🕅 Usernai	ne 🛛	Student ID 🛛 🗵	Last Access	Availability	/ ⊠ w	/eighted Total 🗵	⊘Total		- E
COURSE MANAGEMENT	Trainer0:	2 Trainer02 4 Trainer04	trainer0	2 4		July 25, 2013	Available Available			160.00 175.00		
Control Panel	Selected Row	s: 0	•							F		
	Move *	To Top Email 📎									Icon Legen	1
Evaluation Grade Center Users and Groups Customization Packages and Utilities Help		nadGradabook27cour								Edit R	ows Displaye	d

18. Then select **Upload**. The Upload Grades page is displayed.

<u>CLEMS#N</u>					💄 Jessie Buckley 🔻 🔧
<u>UNIVERSITY</u>					
Home Courses Worl	kgroups Content Collection	Employees Students	Clemson Resources	Portal Admin	
buckle8-nutrition101 buckle8-nutrit	tion101 🔯 Grade Center > Upload	Grades			Edit Mode is: ON 🕎 🖓
+ E C C C * buckle8-nutrition101 * (buckle8-nutrition101)	Upload Grade	'S			
Home Page 🛛 🕅 Information 🖼 😪	identifiers for each Student and e	ach existing Column.	e external file must be formal	itted to synch external data to the Grade Cel	iter data. Data is synched by using unique
Content Solution					Cancel Submit
Groups 🛛					
Tools 🛛 🖉 🤇	1. Choose File				
Help 🖬	When uploading grades, fir	st download the Grade Center, a	and then edit the file with the (data to be uploaded. This will help ensure	that the data in the upload file is formatted
Textbooks	* Attach File	Browse My Computer	Browse Content Collection	on 🗕 🚺	E
COURSE MANAGEMENT	Delimiter Type	💿 Auto 💿 Comma 💿	Tab		
* Control Panel					
Content Collection >>>	2. Submit				
✓ Course Tools	Click Submit to proceed. C	lick Cancel to guit			
Evaluation »		den e den e den e			Cancel Submit
Grade Center >					
○ Users and Groups					
Customization »					
Packages and Utilities »					
> Help					

- 19. Click **Browse My Computer** or **Browse Content Collection** to browse for a file to attach from your local computer.
- 20. Browse for the iClicker Win v6.4.1 folder.
- 21. Then find the **Classes** folder.
- 22. Within the classes' folder, find the folder created previously for the class you want to upload.



Open	Alternation A	Monte acceding a			23
😋 🔵 🗢 📙 « New fold	er ▶ iclicker Win v6.3.0 ▶ Classes ▶	Nutrition-101-01 🕨 🔫	Search Nutrit	tion-101-01	Q
Organize 🔻 New folde	er			· ·	0
🔆 Favorites	Name	Date modified	Туре	Size	
📃 Desktop	🌇 Images	9/6/2013 11:39 AM	File folder		
\rm Downloads	Reports	9/5/2013 11:32 AM	File folder		
Recent Places	퉬 SessionData	9/6/2013 11:47 AM	File folder		
	Demographics	9/6/2013 11:12 AM	XML Document	19 K	В
🥞 Libraries	🖳 gb_export	9/6/2013 11:10 AM	Microsoft Excel C	1 K	В
Documents	Roster	9/5/2013 11:32 AM	Text Document	1 K	В
🎝 Music	🖳 uploadfile 🛛 🛶 (23)	9/6/2013 2:48 PM	Microsoft Excel C	1 K	В
Pictures	•				
📑 Videos					
輚 Homegroup					
🖳 Computer					
📬 Network					
File na	ame:		✓ All Files		•
		24-	Dpen	Canc	el

- 23. Select the **uploadfile.csv**.
- 24. Then click **Open**.
- 25. Select Auto as the Delimiter Type.

					💄 Jessie Buckley 🔹 📲
Home Courses Wor	kgroups Content Collection	Employees Students	Clemson Resources	Portal Admin	
buckle8-nutrition101 buckle8-nutri	tion101 🐼 Grade Center > Upload	Grades			Edit Mode is: ON 2
buckle8-nutrition101 (buckle8-nutrition101)	Upload Grade	S			
Home Page 🛛	identifiers for each Student and each	ach existing Column.	rexternal life must be formal	ted to synch extern	ai data to the Grade Center data. Data is synched by using unique
Content 🛛					
Discussions S					Cancel Submit
Tools	1. Choose File				
Help 🖬	When uploading grades, fir correctly.	st download the Grade Center, a	nd then edit the file with the	data to be uploaded	d. This will help ensure that the data in the upload file is formatted
Textbooks	🛧 Attach File	Browse My Computer	Browse Content Collecti	on	E
COURSE MANAGEMENT	Selected File	File Name	uploadfile.csv		
* Control Panel		Name of link to file	uploadfile.csv		
Content Collection ×		Do not attach			
Evaluation	Delimiter Type 25-	🔶 💿 Auto 💿 Comma 🕤	Tab		
Grade Center »					26
 Users and Groups Customization 	2. Submit				I
Packages and Utilities »	Click Submit to proceed. C	ick Cancel to quit.			Cancel Submit
∀ Help					Carical Submit
l					

26. Then click **Submit**. The Upload Grades Confirmation page is displayed.

									💄 Jessie Bu	ckley 🔻	-2
Home Courses Work	kgroups Cont	ent Collection	Employees	Students	Clemsor	Resources	Portal Admin				
buckle8-nutrition101 buckle8-nutrit	tion101 🔯 Grade (Center > Upload Grad	des > Upload Gr	ades Confir	mation				Edit Mode is:	ON 📝 ?)
buckle8-nutrition101 (buckle8-nutrition101)	Review the list be	ad Grades	Confirma	ition n click Subn	nit.						
Information Content Discussions									Cancel	Submit	
Groups 🛛	Upload	Uploading Col	umn	R.	latch	Grade Cente	er Column	Data Preview	Messages		
Tools 🛛 🖉 <		9/6/13							Add Column		
Terbooks	Click Subm	nit to proceed. Click	: Cancel to quit.						Cancel	Submit	E
Course Tools Evaluation Grade Center Users and Groups Customization Packages and Utilities Help											

27. Under **Upload**, select the checkbox(s) for the columns to upload to the Grade Center. Only the selected columns will be updated in the Grade Center.

NOTE: Columns with a checkbox indicate a change to an existing column or a new column.

28. Then click **Submit**.

CLEMS								💄 Jes	sie Buckley 🔻	-21
UNIVERSITY										
Home Courses Wo	orkgroups Content Co	ellection Employ	ees Students	Clemson Resou	rces Portal Adr	nin				
Nutrition 101 memarsh-test246-62	27 📓 Grade Center							Edit Mo	de is: ON 💓 🥐	ľ
	Total Grades Uploaded: New Columns Added:9/	3 5/13							×	
* Nutrition 101 * (memarsh-test246-627)										
Home Page 😰 🛛 🔯	Grade C	enter : Full C	Grade Cente	er 🗵						
Syllabus 📓	29									
Course Schedule 🔳 🛛 🔤	When screen reader m mode is off, grades car	ode is on the table is be typed directly into	static, and grades m the cells on the Gra	nay be entered on the de Center page. To er	Grade Details page, iter a grade: click the	accessed by selectin cell, type the grade y	g the table cell for th alue, and press the f	e grade. When scree Enter key to submit.	en reader Use the arrow	
Lectures 🕅	keys or the tab key to na	wigate through the Gr	ade Center. More He	elp						
Assignments 🖩 🛛 📓	Create Column	Create Calculated	Column 😣 Ma	anage 🛛 Repor	s ×			Filter	Nork Offline 🖂	
Groupwork 🛛		or sure constructs						30		E E
8						Port C	alumna Bra			
Discussions 📓	Crade Information Res	:mail 📎				3011 C	Layout P	osition Cruer.	Ascending ()	
Gradebook		First Namo	Unormanno	Student ID	toot group again 🛛	tost 20	0/0/42	DIG142	5, 2010 10.11 Am	
Help		Wallaca	wallacagrim	student iD	test group assi	test 50	0/0/13	- 910/15	*	
	Gillin	Quark	wanacegnm						-	
COURSE MANAGEMENT	E Kent	Clark	ciarkkent						-	
	Lewis	Georg	georgiewis						-	
Control Panel	Pan 🔤	Peter	peterpan							
Course Tools	Phillips	Josh	joshphillips					1		
Evaluation	Potter	Harry	harrypotter					1	=	
Grade Center »	Prince	Diana	dianaprince							
♡ Users and Groups	Thompson	Marley	marleythompson							
Customization	Walsh	Heather	heatherwalsh					1		
Packages and Utilities										- M

- 29. The columns will be updated or added to the Grade Center.
- 30. Any columns that are added to the Grade Center download file from an external source are added as **Text** columns with Points Possible equaling zero. Text columns cannot be included in **Calculated Columns** such as **Weighted Grade**, **Total Points**, **Average Grade**, and **Minimum/Maximum** grades.

								8	Jessie Buckley	▼ -2
Home Courses	Workgroups	Content Collection	Employees Student	ts Clemson F	Resources Portal Adr	min				
Nutrition 101 memarsh-tes	t246-627 🔯 Grade	Center						E	dit Mode is: ON	?
* Nutrition 101 (memarsh-test246-627)	Total Grade New Colum	es Uploaded:3 Ins Added:9/6/13								
Home Page 😰 Syllabus Course Schedule 🗐	When scree mode is of	Grade Center : en reader mode is on th f, grades can be typed d	e table is static, and grades rectly into the cells on the G	t er 😕 may be entered or rade Center page.	n the Grade Details page, a To enter a grade: click the	accessed by selectir cell, type the grade v	ig the table ce alue, and pre	ell for the grade. When ss the Enter key to su	screen reader bmit. Use the arrow	w
Lectures Assignments 🗃 Groupwork	Create	tab key to navigate throu	ugh the Grade Center. More	<u>Help</u> Manage 💝 🛛 R	eports ≽			Filte	r Work Offline	× .
Discussions		ve To Top Email 📎				Sort Co	olumns By:	ayout Position 😸 Or	der: Ascending	× (
Tools	Grade Info	ormation Bar						Last Saved:Sept	ember 9, 2013 10:11	AM
Gradebook	🛛 🗖 Last I						8/8/13	9/6/13	×	
Help	🔲 🔲 Grimr	n Wallace	wallacegrim						×	
	🖂 Kent	Clark	clarkkent					Luick Column Informa	tion	
COURSE MANAGEMEN	NT Lewis	Georg	georglewis			- 0		/iew Grade History		
* Control Panel	Pan	Peter	neternan					Edit Column Informatio	on	
Content Collection	Dbillio	loch	issbabilling					Set as External Grade		
		5 30511	Joshphilips							
	Potter	Harry	narrypotter				23	Soft Descending		
Grade Center	> Prince	e Diana	dianaprince					Hide Column		
✓ Users and Groups	Thom	pson Marley	marleythompsor	n			>0	Delete Column		
Customization https://bb.clemson.edu/webapp	s/gradebook/do/inst	Heather	heatherwalsh					1		

31. From the Grade Center, click on the chevron next to the uploaded column. Click **Edit Column Information**. The Edit Column page is displayed.

<u>CLEMS#N</u>		💄 Jessie Buckley 🔻 🚽
Home Courses W	Vorkgroups Content Collection Employees Students Clemson Resources Portal Admin	
Lectures Assignments Groupwork Discussions Tools Gradebook Help COURSE MANAGEMENT * Control Panel Content Collection S	1. Column Information ★ Column Name 9/6/13 Grade Center Name Description T T T T Paragraph Arial 3 (12pt) ::::::::::::::::::::::::::::::::::::	₽ iX\$
Course Tools Evaluation // // // // // // // // // // // // //	Path: p	Words:0 🍂
Help	Score Score Score Primary Display Score Secondary Display Text Percentage the Grade Center only. Later	
	Category Complete/Incomplete	

- 32. In the Column Information field change the Primary Display to Score.
- 33. You can also edit the **Points Possible**.

CLEMS	🤱 Jessie Buckley 🔹 👻	-21
UNIVERSITY Home Courses Workgroups Content Collection	Employees Students Clemson Resources Portal Admin	
		~
Associated Rubrics	Add Rubric ¥	
	Name Type Date Last Edited Show Rubric to Students	
2. Dates		
Grading Period	None	
Date Created	Sep 9, 2013	
Due Date		
	Enter dates as mm/dd/yyyy. Time may be entered in any increment.	
3. Options		
Select No for the first option the third option to show col	to exclude this Grade Center column from calculations. Select No for the second option to hide this column from Students in My Grades. Select Yes for mn statistics to Students in My Grades.	
Include this Column in Gra Center Calculations	je ⊚Yes No 🗲 34	
Show this Column to Stude	nts 💿 Yes 🕞 No	
Show Statistics (average at median) for this column to	nd 💮 Yes 💿 No	
Students in My Grades	3	=
	9	
4. Submit		
Click Submit to proceed. C	Cancel to quit.	
		- 10

- 34. In the **Options** field select the radio button to **Include this Column in the Grade Center Calculations**. This will enable the new column to be calculated in the Total or Weighted Columns.
- 35. Then click Submit.