

iClickers Semester Startup Checklist

Beginners

Upgrading the iClicker Software.....	1
Download Upgrade from iClicker website.....	1
Adding your Courses.....	4
Downloading your Blackboard Learn Grade Center to use for Student Registration	6
Setting up your Course Management Preferences.....	11
Setting up your Class Roll for Student Registration.....	13
Using the iGrader software to upload scores to Blackboard Learn	15

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 not upgrade your software in the middle of the semester.

Upgrading the iClicker Software

The iClicker Base Software updates can be downloaded from the [iClicker website](#) or you can use the WebUpdate utility.

Download Upgrade from iClicker website

To upgrade the iClicker Base Software from the iClicker website:

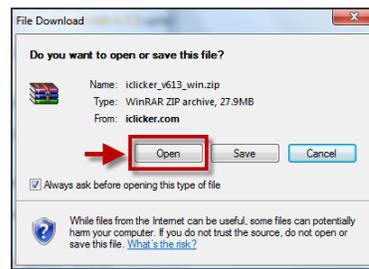
1. Plug the thumb drive from your iClicker base into your computer.
2. Open your web browser and navigate to the [iClicker website](#).
3. Click **Menu** on the top right corner of the webpage.



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.

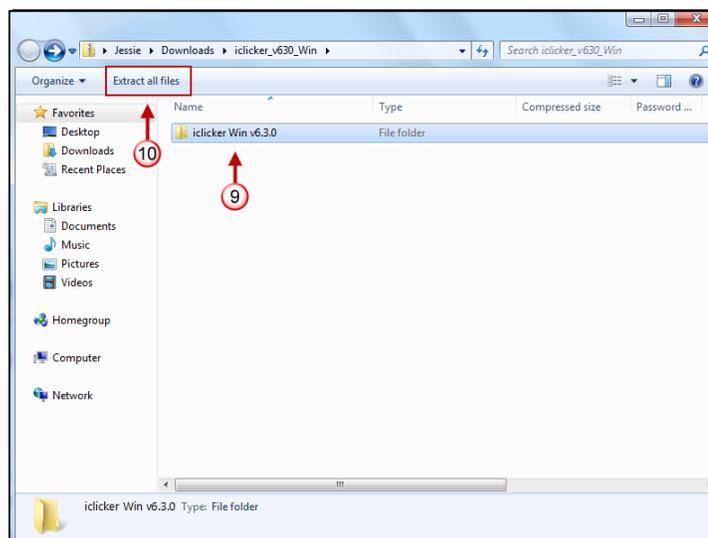


NOTE: This window may vary depending on the web browser you are using.

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**.

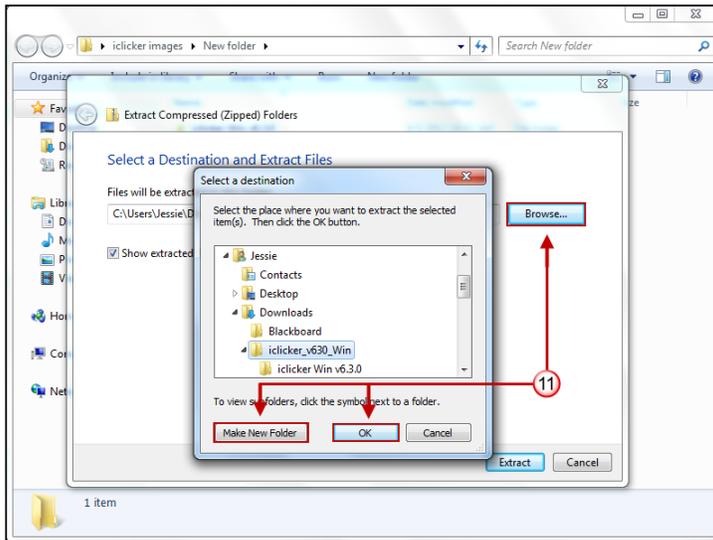
9. Select the **iClicker Win 6.4.1** folder if you selected the Windows download. Select the **iClicker Mac v6.4.1** folder if you selected the Mac download.



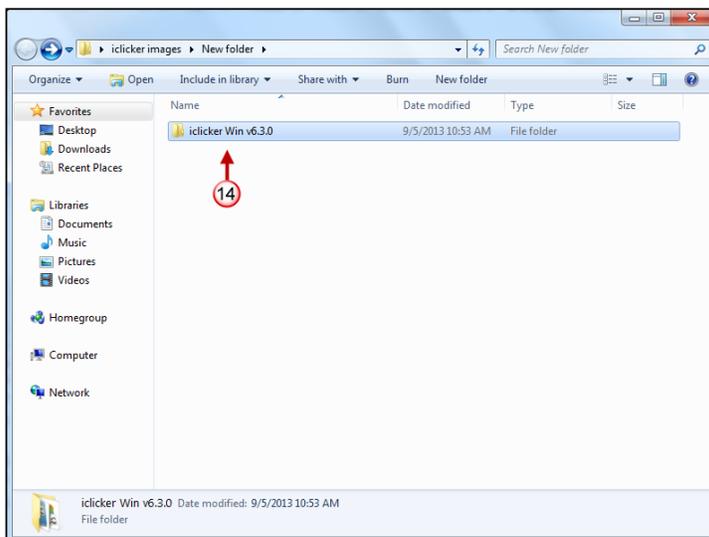
iClickers Semester Startup Checklist

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 not 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.

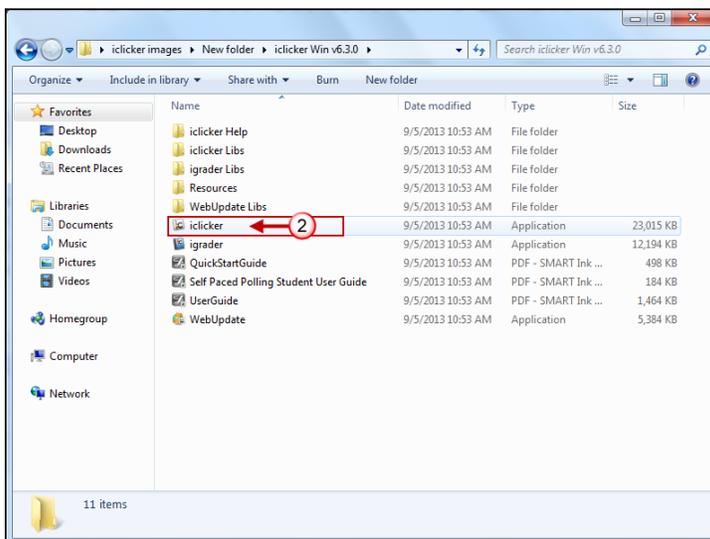
Adding your Courses

To add a course to the iClicker application:

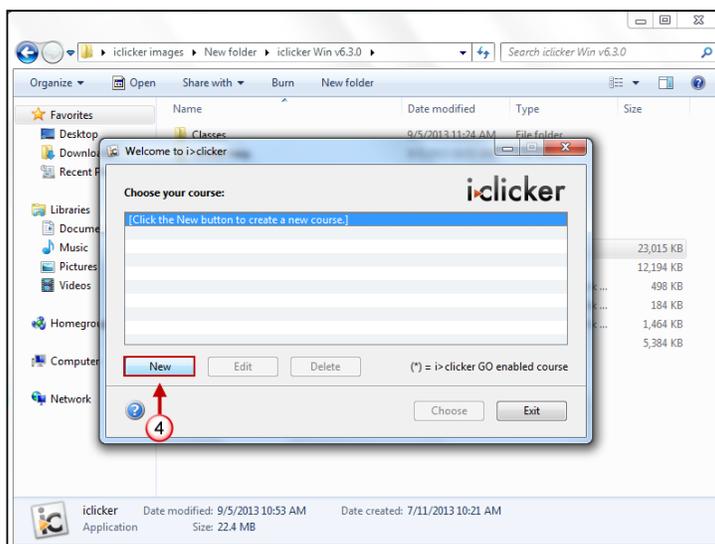
1. Open the **iClicker Mac v6.4.1** or **iClicker Win v6.4.1** folder.

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

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

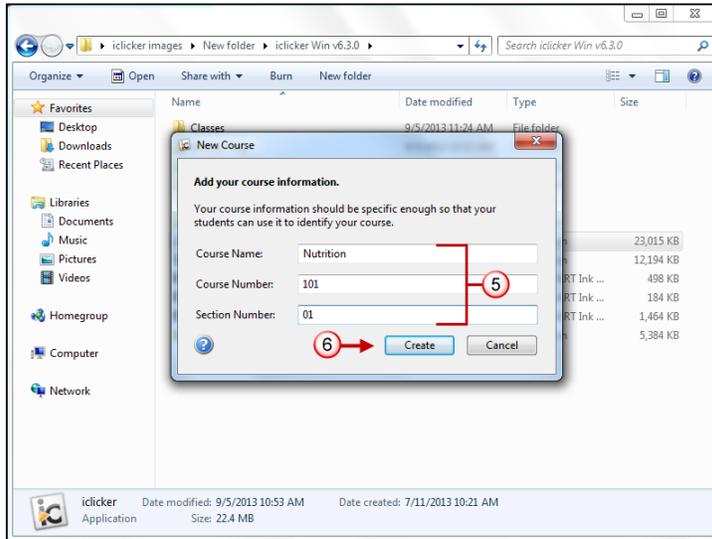


3. The iClicker application opens.



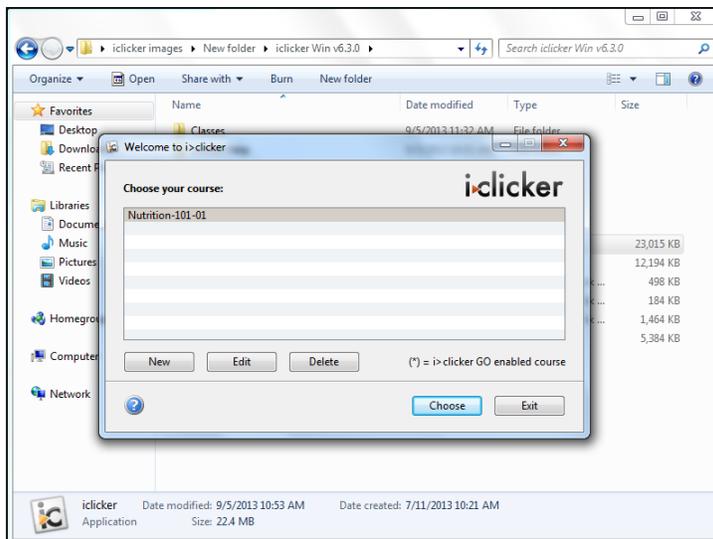
4. Click the **New** button.

iClickers Semester Startup Checklist



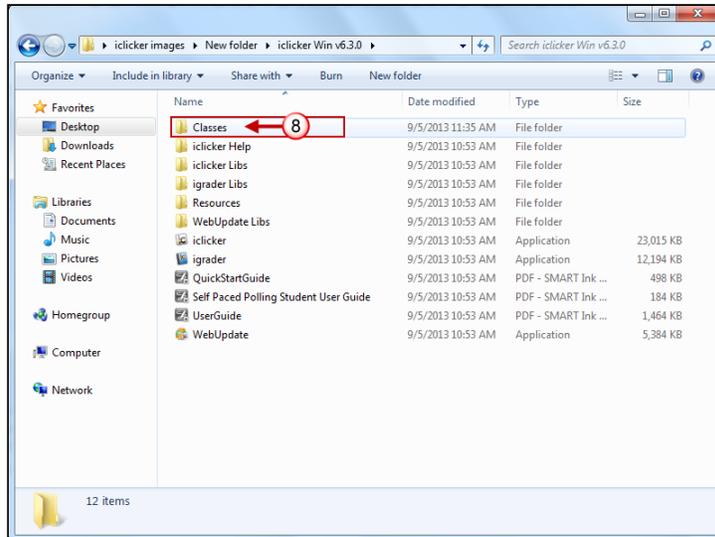
5. Enter your **Course Name**, **Course Number**, and **Section Number**.

6. Then click the **Create** button.



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

iClickers Semester Startup Checklist

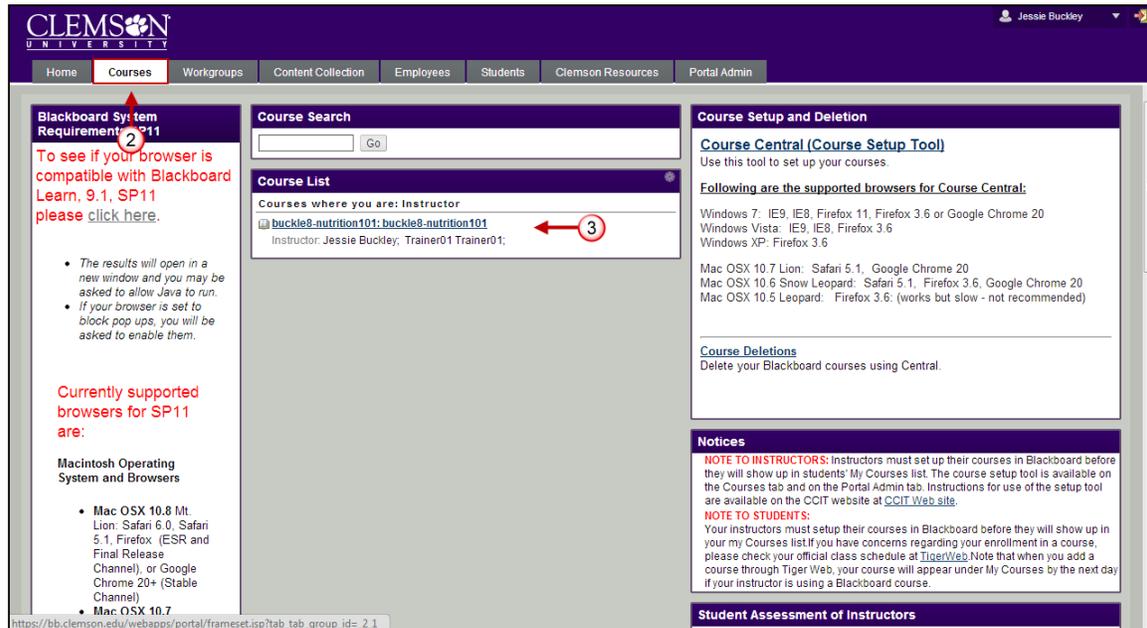


8. A Classes folder is also created in the **iClicker Win v6.4.1** folder. Within the Classes folder an additional folder is created for each of the classes created with the iClicker application.
9. Click **Exit** to close the iClicker application.

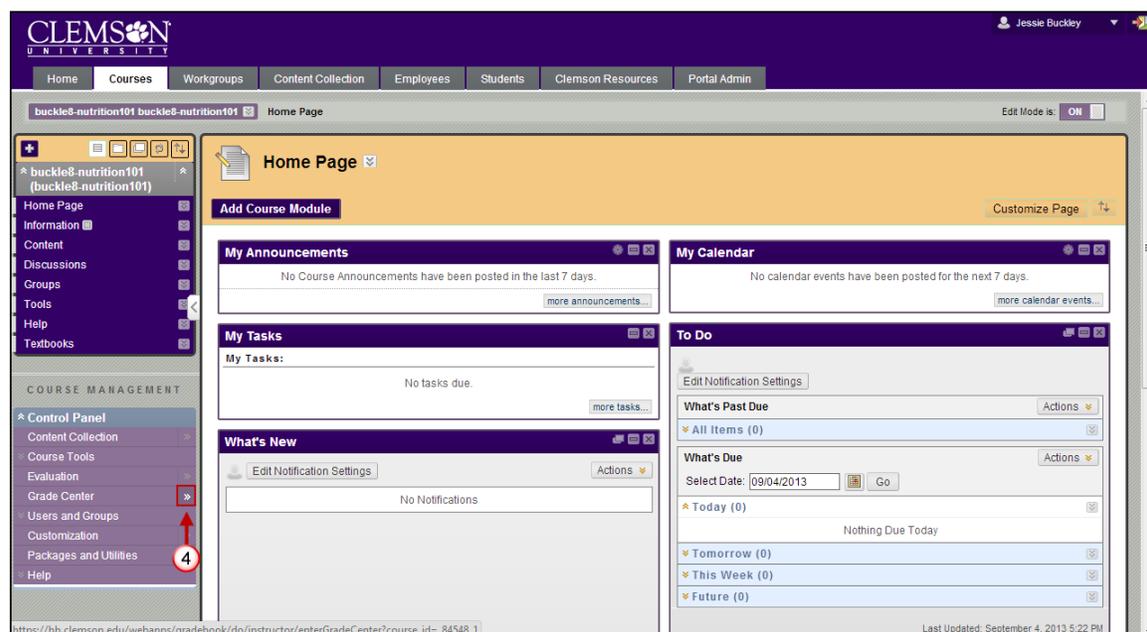
Downloading your Blackboard Learn Grade Center to use for Student Registration

To download the Blackboard Learn Grade Center:

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



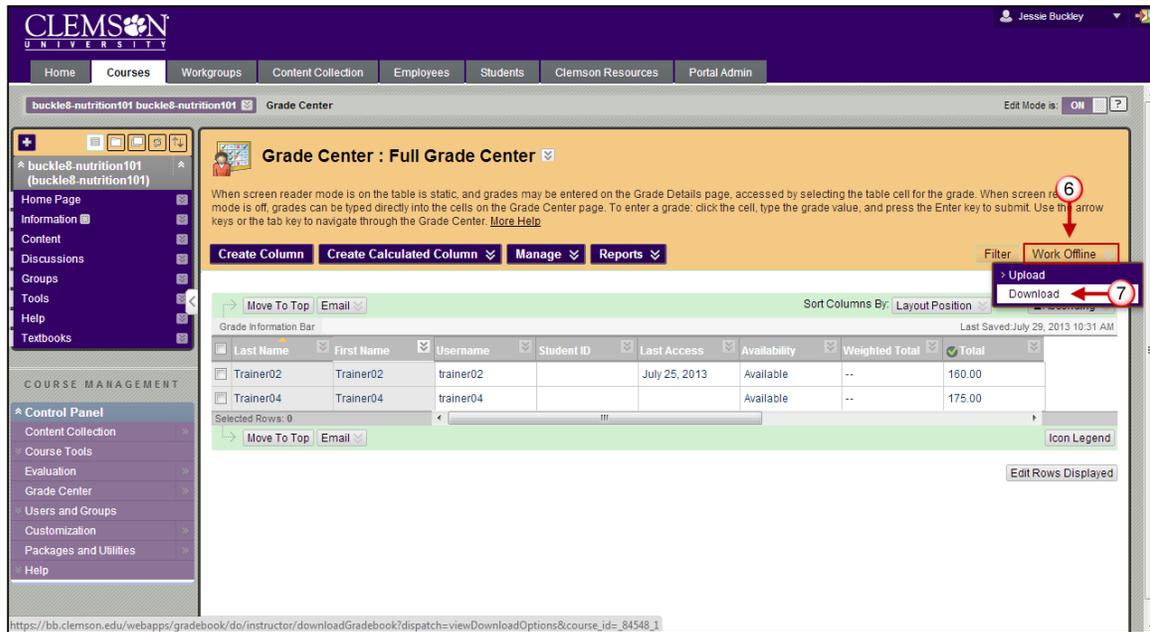
3. Click the course to open from the **Course List** module.
4. The course entry page will be displayed. From the **Control Panel**, click the chevron to access the **Grade Center**.



iClickers Semester Startup Checklist

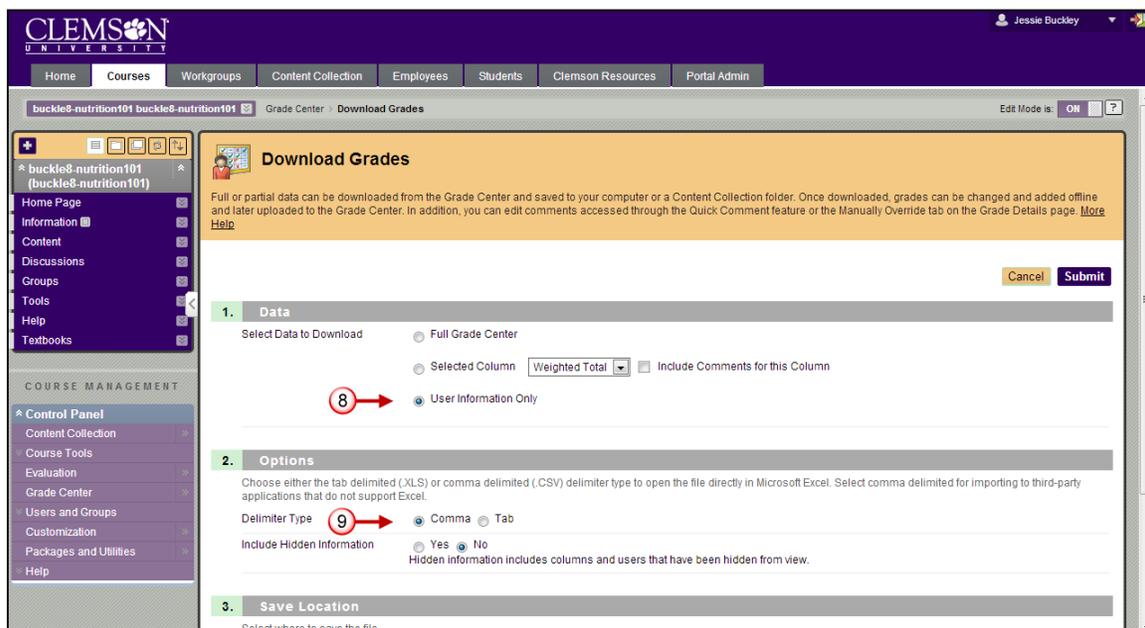
5. The Grade Center page is displayed.

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



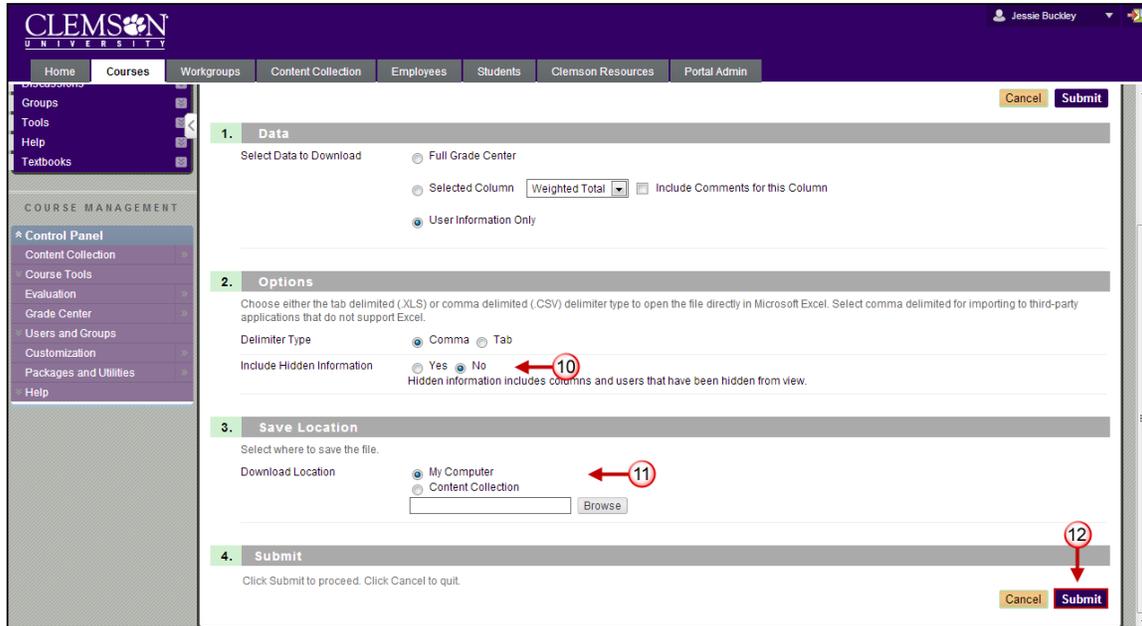
6. The Grade Center page is displayed. Hover your mouse over **Work Offline**.

7. Then select **Download**. The Download Grades page is displayed.



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.

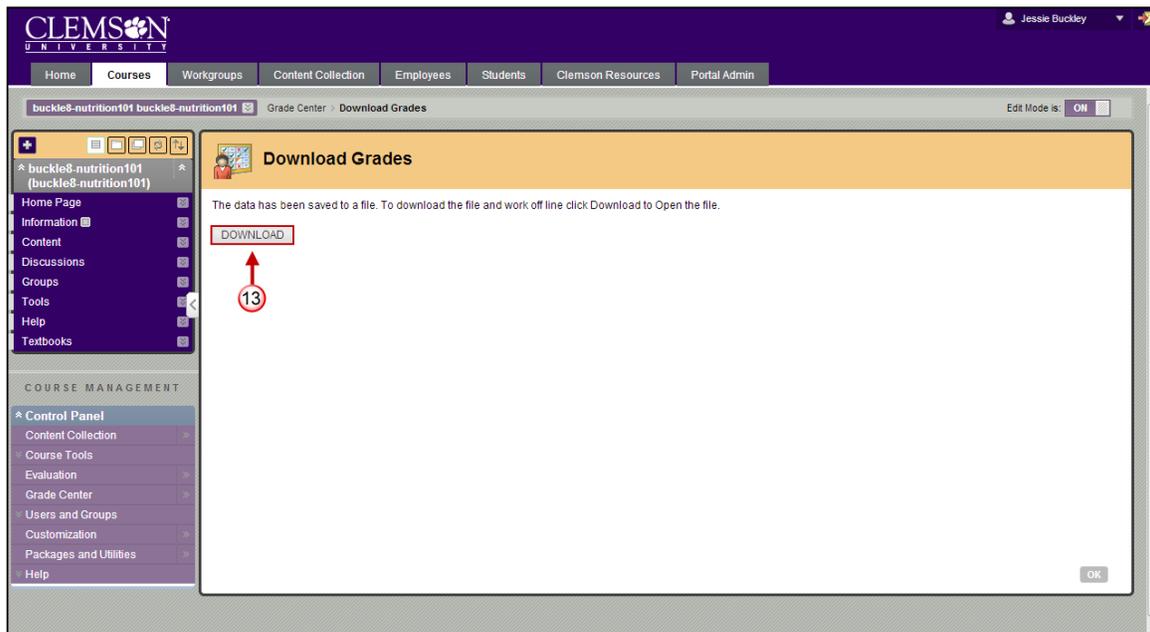
9. Select **Comma** as the **Delimiter Type**.



10. Select **No** for **Include Hidden Information**.

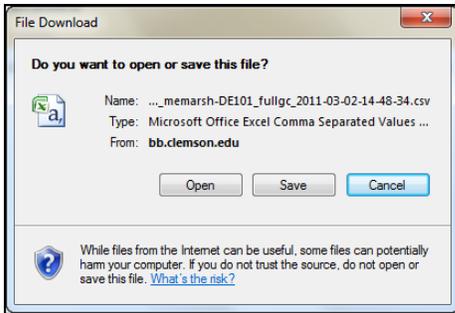
11. Select **My Computer** for the **Download Location**.

12. Then click **Submit**. The Download Grades page is displayed.

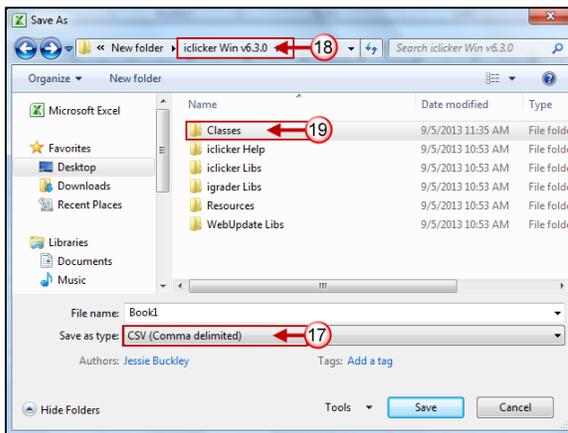


13. Then click **Download**.

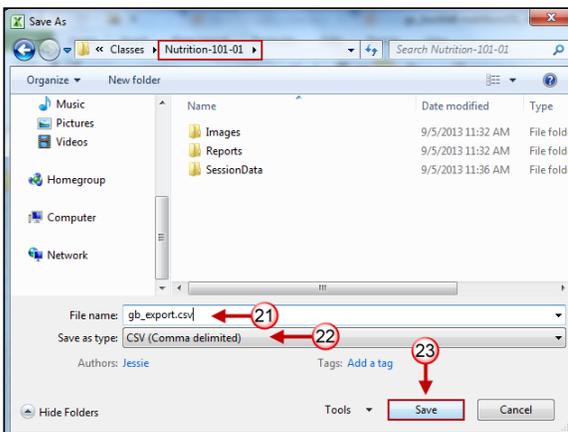
iClickers Semester Startup Checklist



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)**.



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.



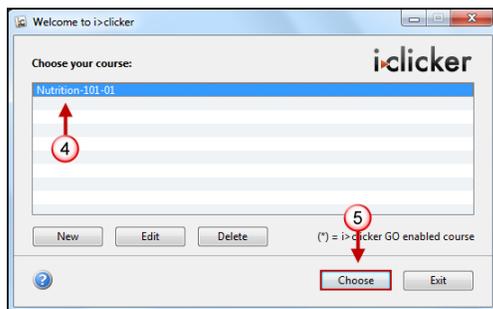
21. In the **File Name** field, enter **gb_export.csv**.

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

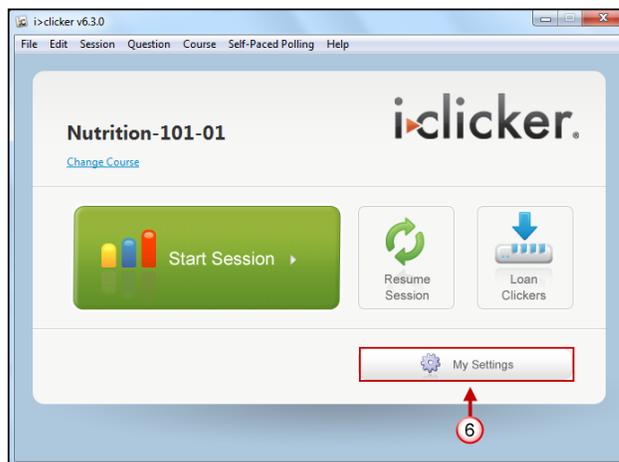
Setting up your Course Management Preferences

To setup your Course Management Preferences:

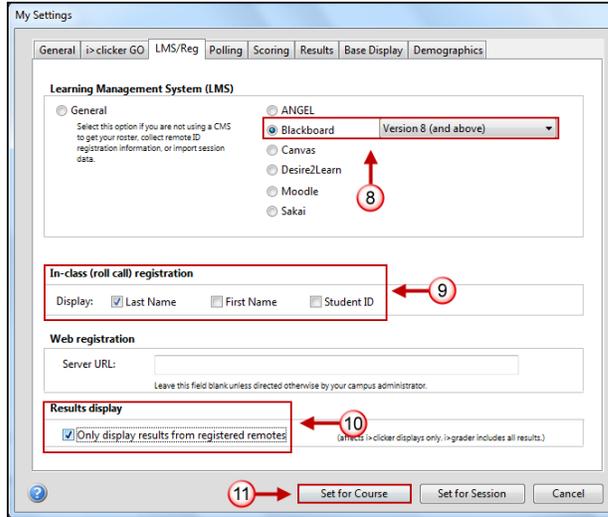
1. Open the iClicker Win v6.4.1 folder.
2. Double-click the **iclicker** icon.
3. The iClicker application opens.



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.

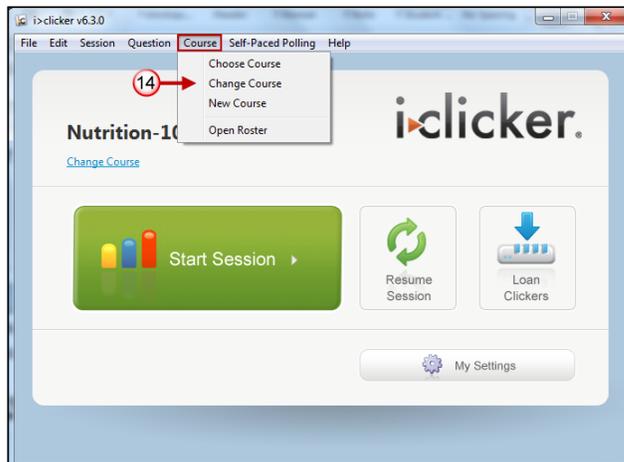


8. In the **Learning Management System (LMS)** area, select Blackboard, and then scroll through the pop-up bar to the right and select **Version 8 (and above)**.
9. Select how your roster information is displayed for **In-class (roll call) registration**.
10. Select the settings for the **Results display**. 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 your 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.

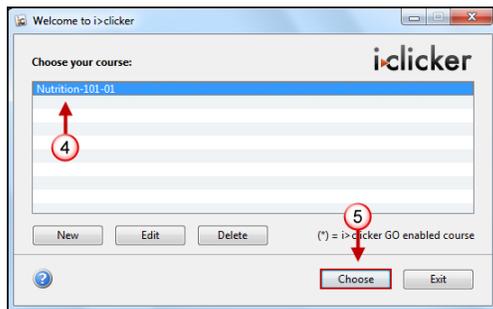


13. Click the red X in the top right corner to close this window.
14. To continue creating courses or to change to a different course, click the **Course** menu and select the appropriate action.

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.

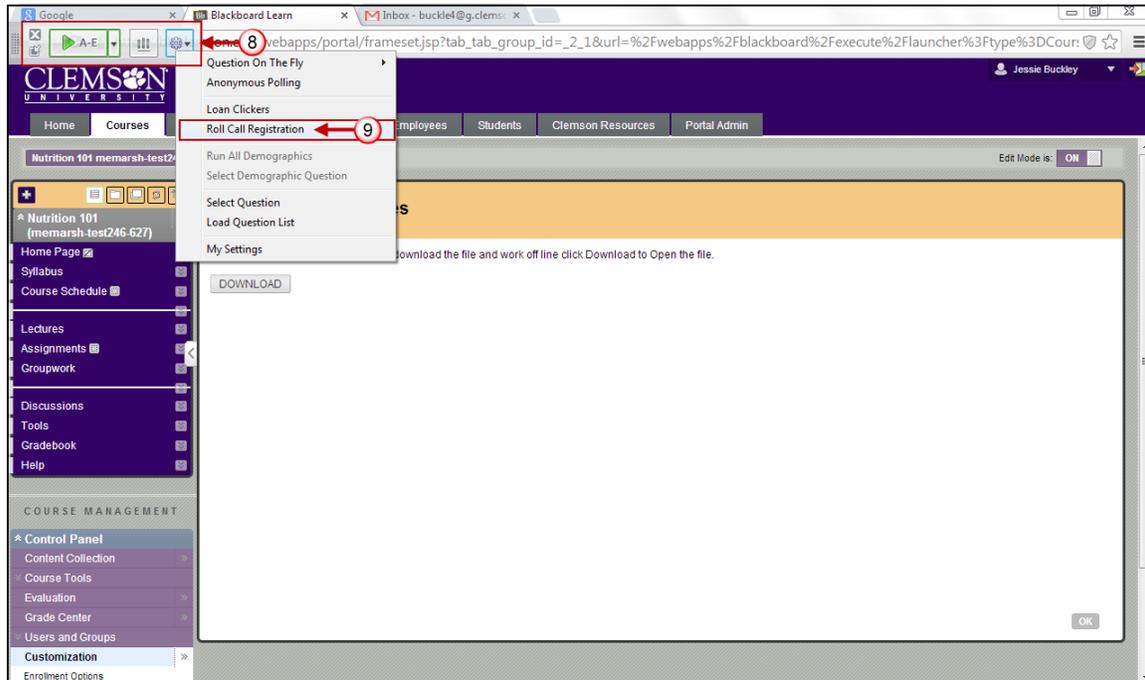


4. Select a course.
5. Then click the **Choose** button. The Start Session page is displayed.

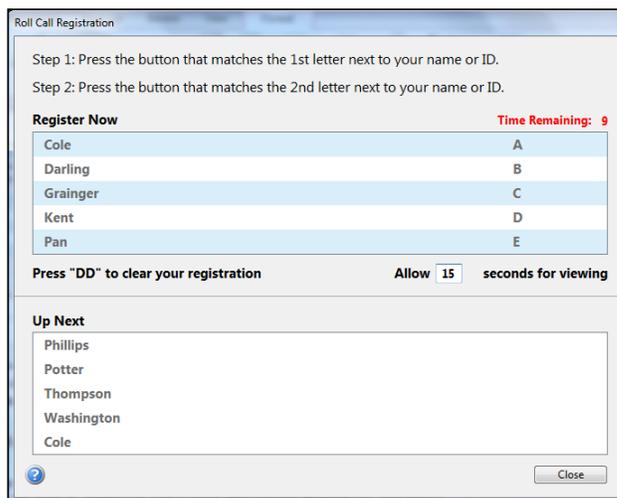


6. Click **Start Session**.
7. In the top left corner of the screen the iClicker software will be displayed.

iClickers Semester Startup Checklist



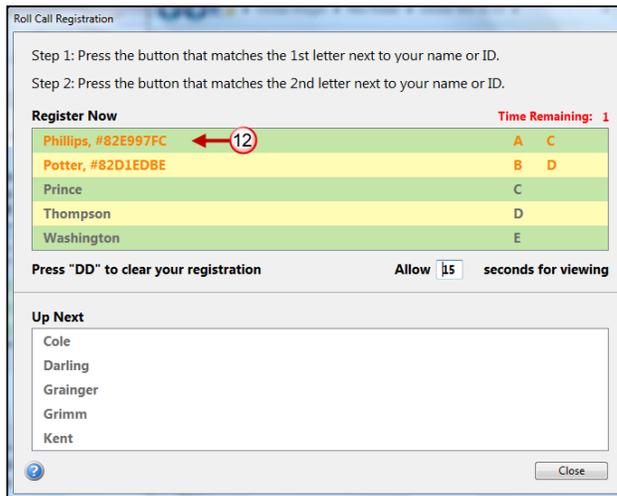
8. Click the down arrow **View Toolbar Options**  button.
9. Then select **Roll Call Registration**.



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.



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.

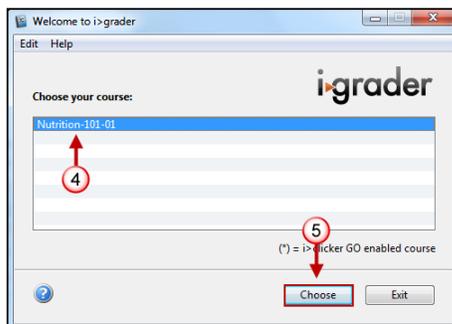
Using the iGrader software to upload scores to Blackboard Learn

To upload your scores from the iGrader application into Blackboard:

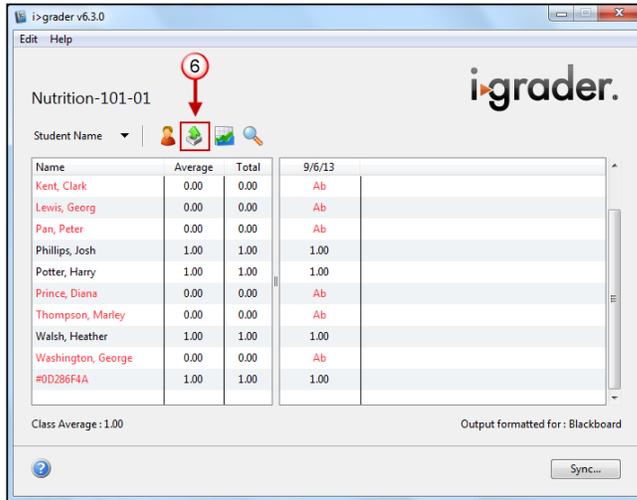
1. Open the iClicker Win v6.4.1 folder.

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

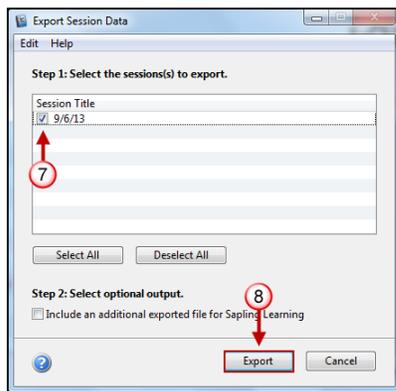
2. Double-click the **igrader** icon.
3. The iGrader application opens.



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

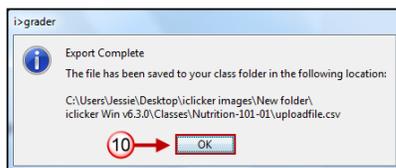


6. Click the **Export** button on the toolbar.



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.

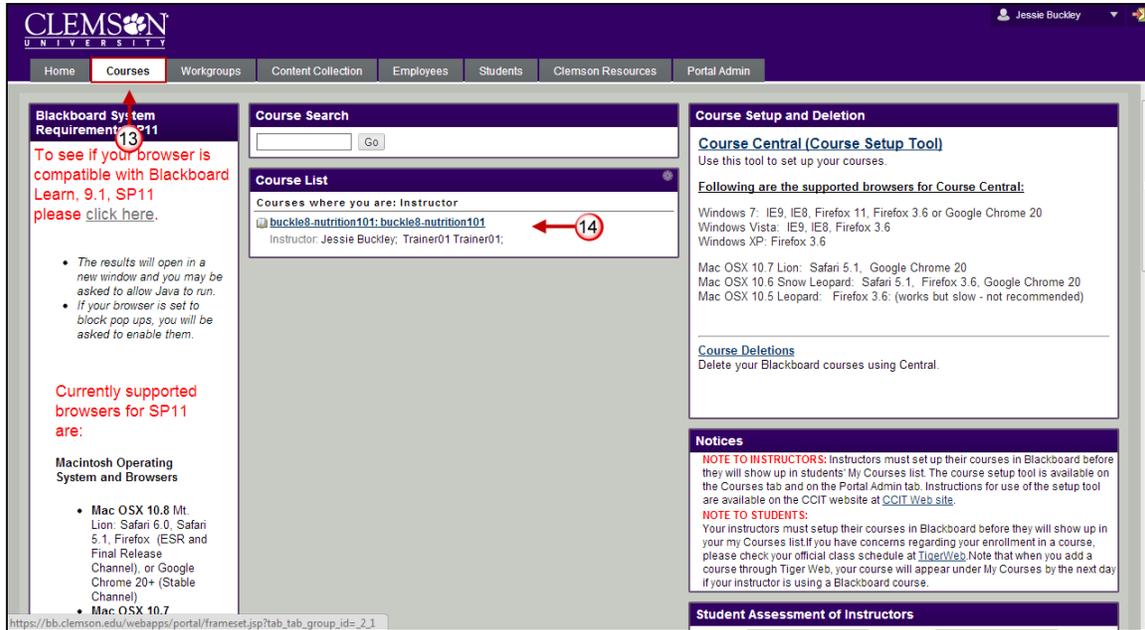
10. Click **OK**.

11. Then exit i>Grader by closing the i>Grader window.

12. Login to Blackboard Learn.

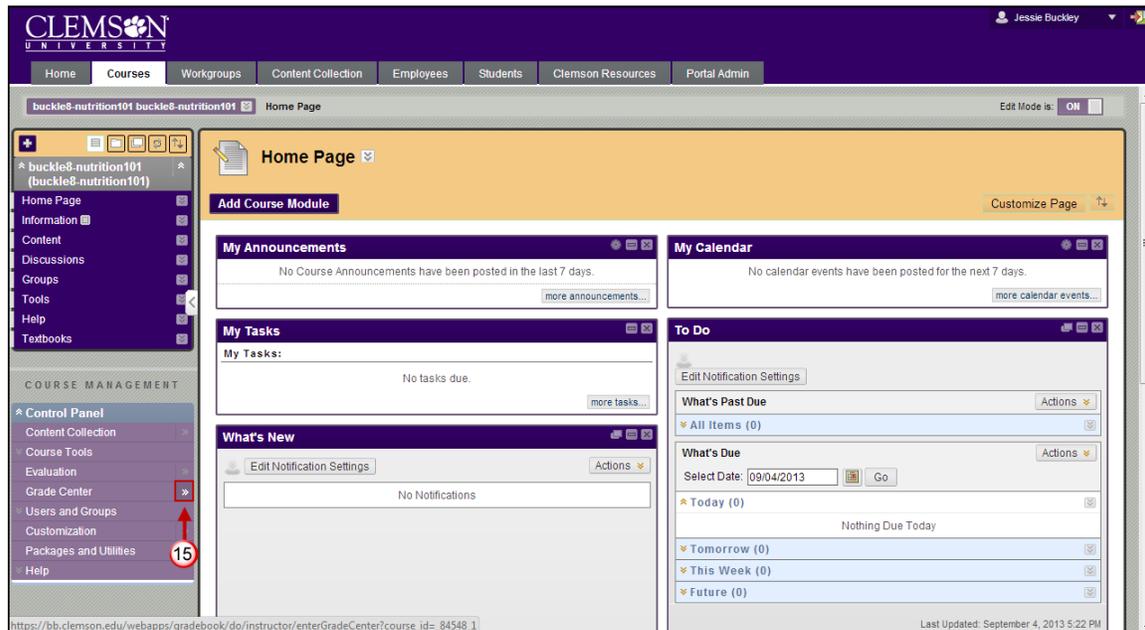
13. Click the **Courses** tab.

iClickers Semester Startup Checklist



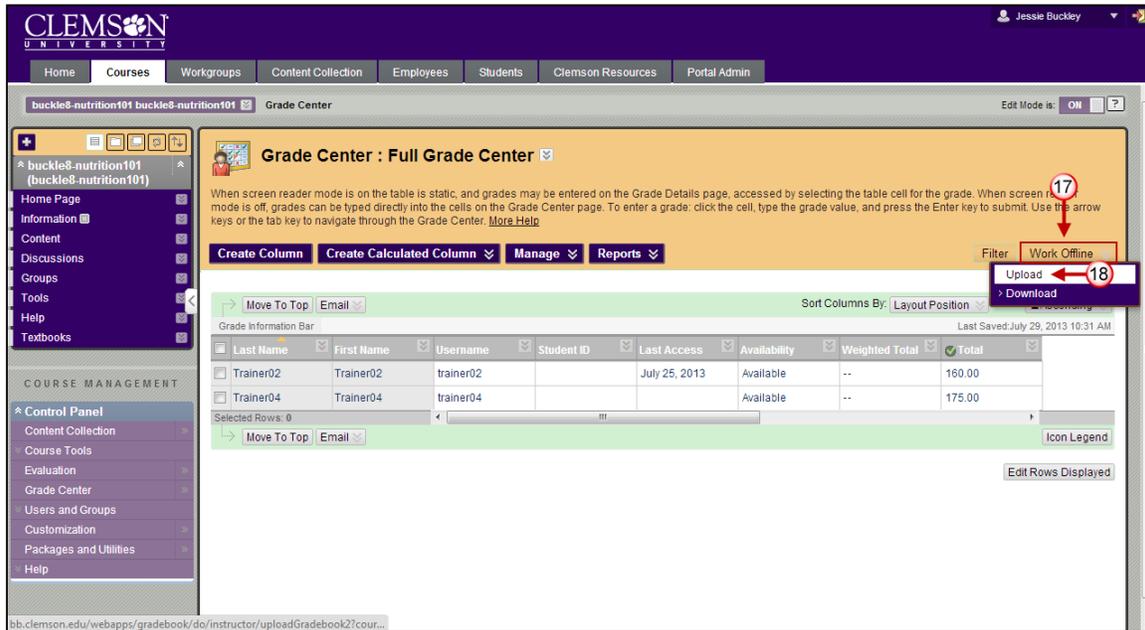
14. Click the course to open from the **Course List** module.

15. The course entry page will be displayed. From the **Control Panel**, click the chevron to access the **Grade Center**.

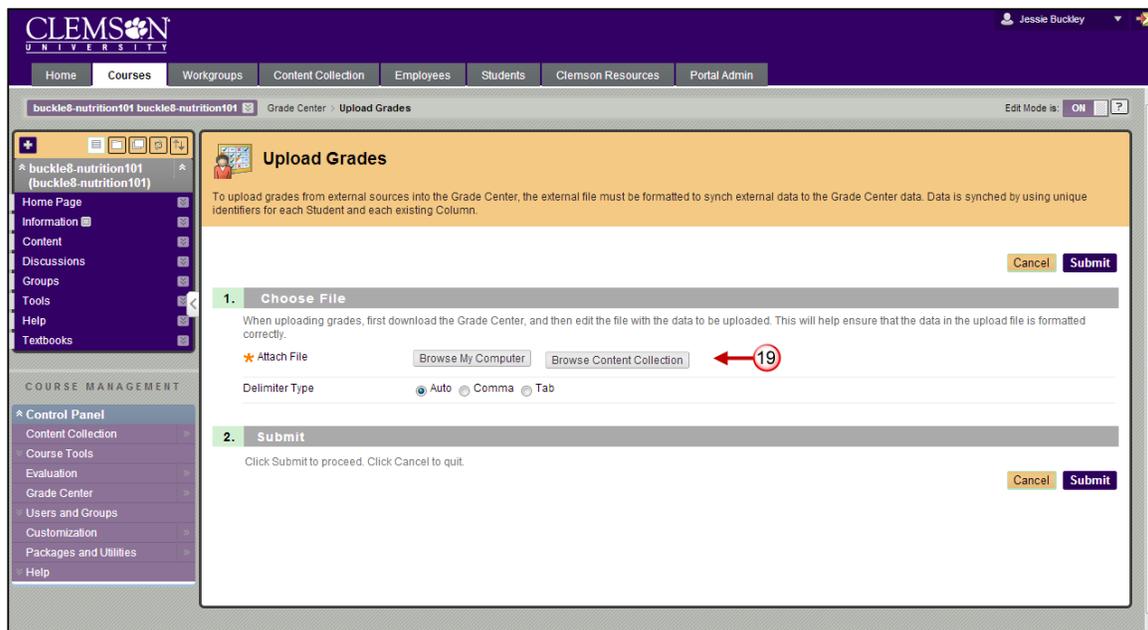


16. The **Grade Center** is displayed.

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



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



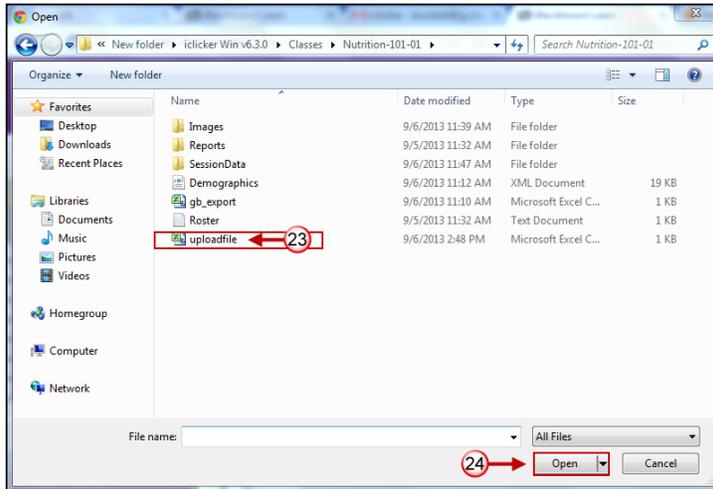
19. Click **Browse My Computer** or **Browse Content Collection** to browse for a file to attach from your local computer.

20. Browse for the **iClicker Win v6.4.1** folder.

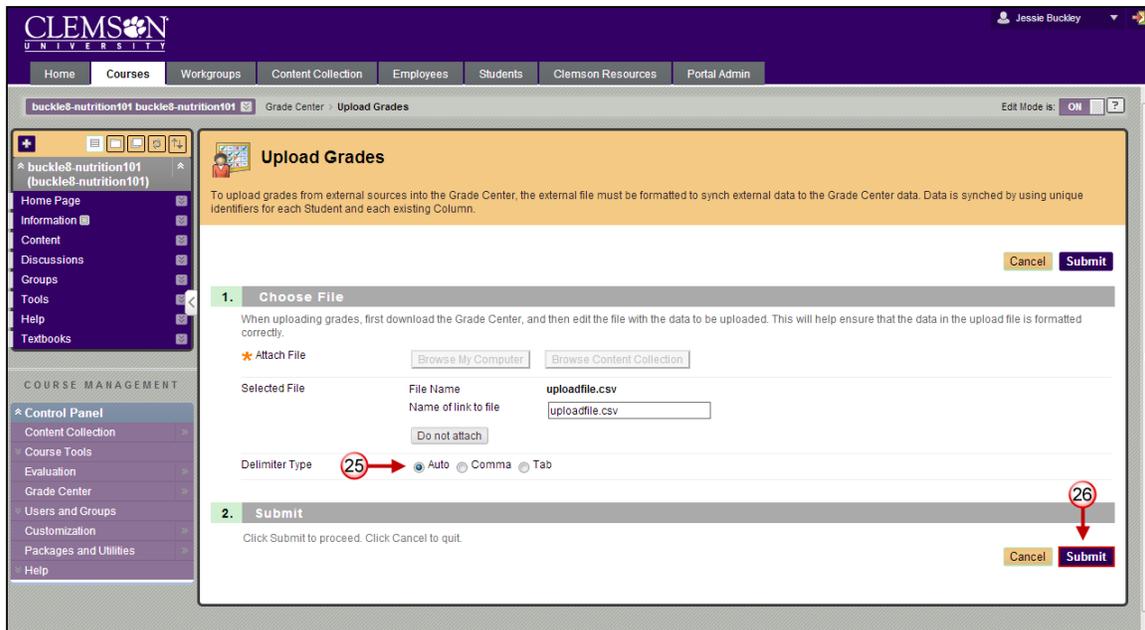
21. Then find the **Classes** folder.

22. Within the classes' folder, find the folder created previously for the class you want to upload.

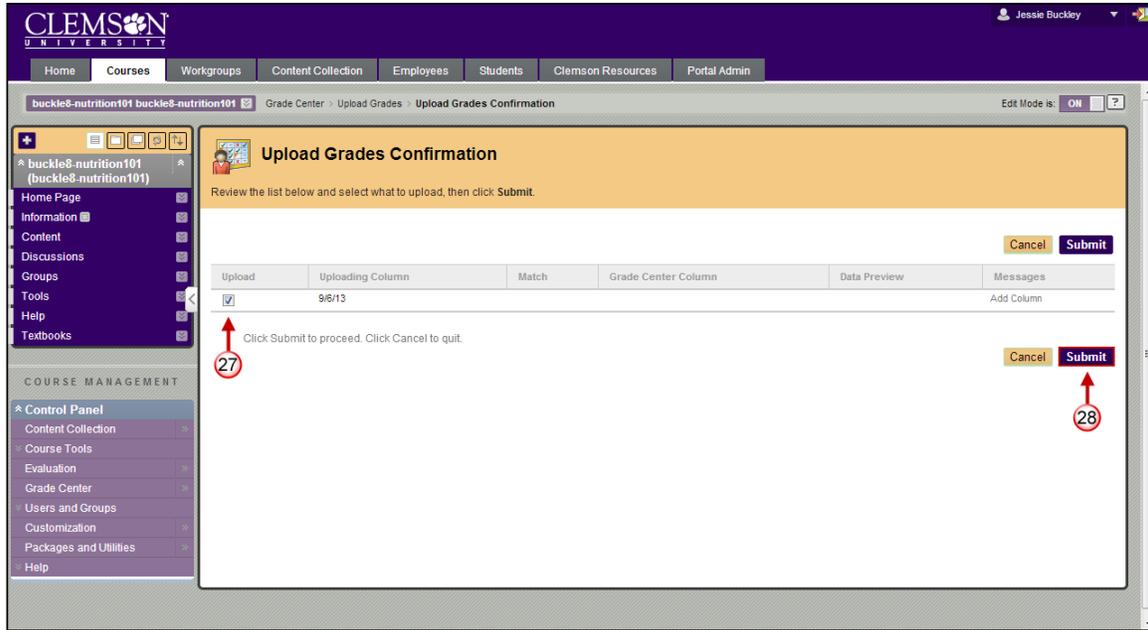
iClickers Semester Startup Checklist



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



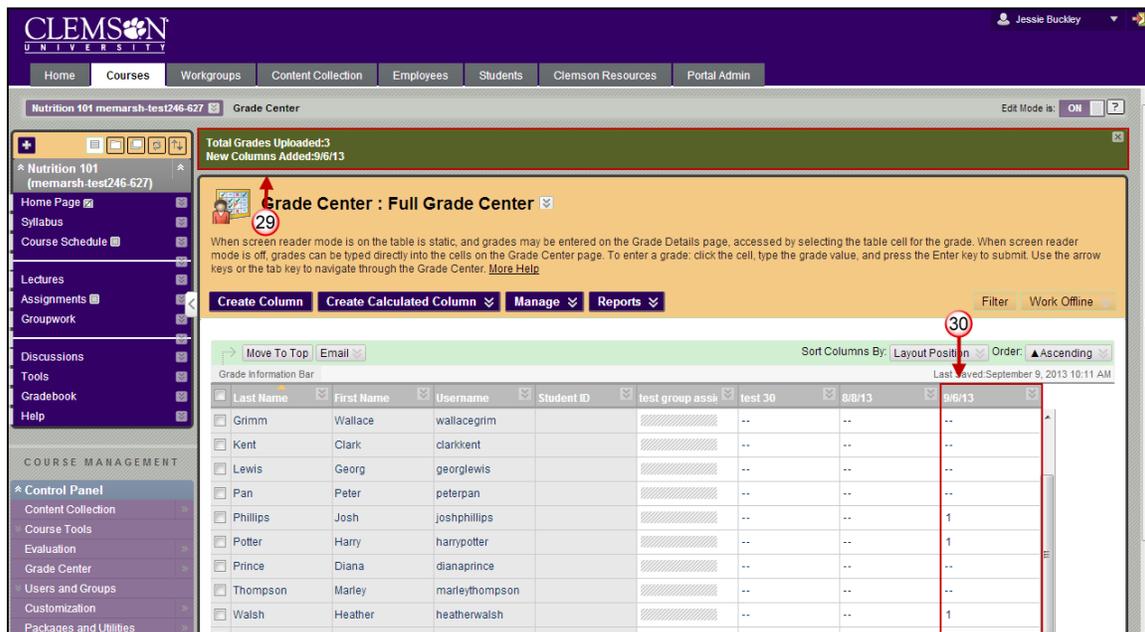
- 26. Then click **Submit**. The Upload Grades Confirmation page is displayed.



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.

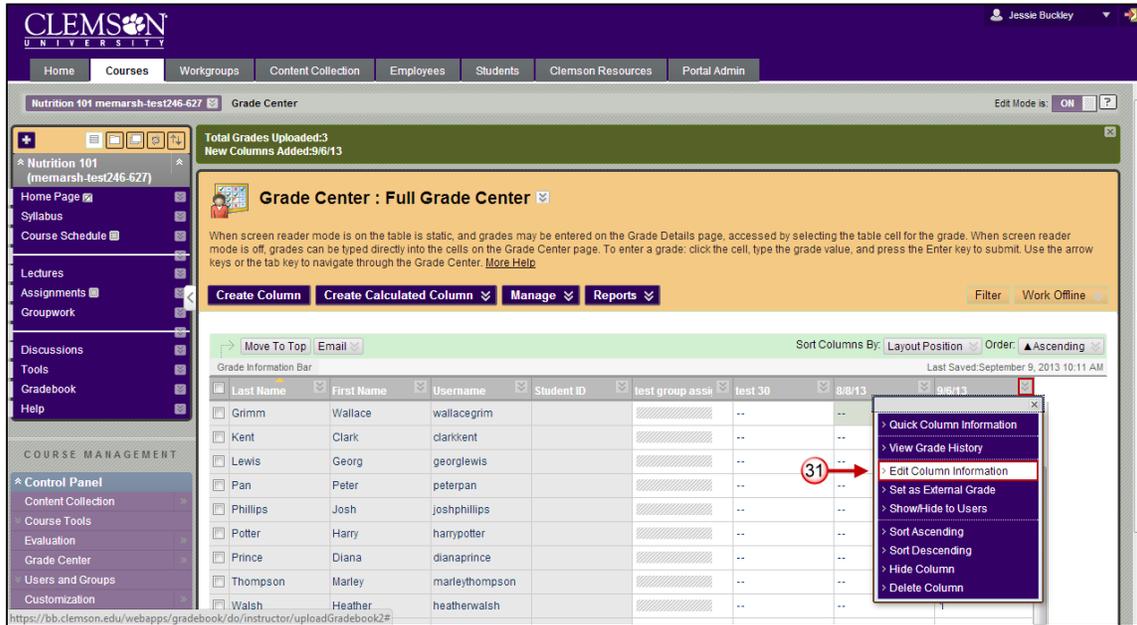
NOTE: Columns with a checkbox indicate a change to an existing column or a new column.

28. Then click **Submit**.

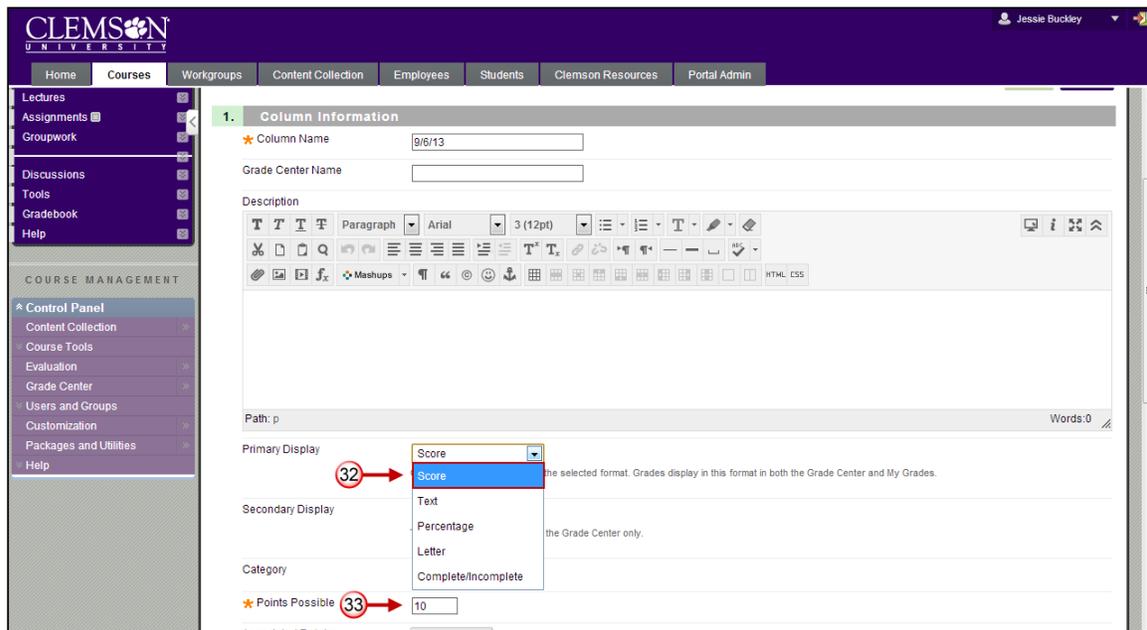


29. The columns will be updated or added to the Grade Center.

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.



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



32. In the **Column Information** field change the **Primary Display** to **Score**.

33. You can also edit the **Points Possible**.

The screenshot shows the iClickers administration interface. At the top, there is a navigation bar with the following tabs: Home, Courses, Workgroups, Content Collection, Employees, Students, Clemson Resources, and Portal Admin. The user is logged in as Jessie Buckley. The main content area is divided into sections: 1. Associated Rubrics (with an 'Add Rubric' button and a table with columns Name, Type, Date Last Edited, and Show Rubric to Students), 2. Dates (with a Grading Period dropdown set to 'None', Date Created 'Sep 9, 2013', and a Due Date field), 3. Options (with instructions and three radio button options), and 4. Submit (with a 'Click Submit to proceed. Click Cancel to quit.' message and 'Cancel' and 'Submit' buttons). A red circle with the number 34 points to the 'No' radio button for 'Include this Column in Grade Center Calculations'. Another red circle with the number 35 points to the 'Submit' button.

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**.