

i>clicker Instructor Checklist and Suggestions

What you need to remember to do before using i-Clicker in class:

- Make sure you have all the materials you need: a base/receiver, the software, your instructor's remote, and the Quick Start Guides (you may have obtained these items from your IT group or from your i>clicker representative). The full/complete User Guide and CMS documentation is also available via www.iclicker.com and on the flash drive that accompanies each instructor's kit.
- Make sure the bookstore or your department has ordered the required number of student remotes.
- Make sure you have the latest version of the software by downloading it from www.iclicker.com under "Downloads" or by running the WebUpdate application in your course folder (simply double-click the WebUpdate icon to update both i>clicker and i>grader).
- Prepare or copy/paste your questions in the application of your choice to incorporate them into your lecture. You can use any application, including (but not limited to): PowerPoint, Keynote, Adobe, Word, Flash, Notepad, XML, Mathematica, or even DVDs, CDs, JPEGs, and Test Bank programs.
- Set your preferences from the Settings/Preferences section of the i>clicker application's main screen; this step must be repeated in every course folder (that is, each copy of MyCourse). If you are using i>clicker for multiple sections/classes and want to keep your Settings/Preferences largely the same, set your preferences once in your main MyCourse folder and then copy the folders accordingly. This could save you some time in customizing each individual course folder (though you may want to re-title each course via the "General: Course Name" option in each folder.)
- Copy MyCourse folder and rename accordingly for every section you intend to use i>clicker (i.e. PHYS 201 Fall 2006, UNIV 103 Fall 2006, etc.).
- Designate an instructor's remote. To activate the Instructor's Remote, you must enter the clicker's serial ID (located on the bottom of the back of your i-clicker) in the Designated Instructor's Remote field found in the General Tab of Settings and Preferences. Remember, your earlier entry (Set for Course or Set for Session) determines the length of time your clicker will function as the Instructor's Remote. If you plan to use the Instructor's Remote regularly, we recommend you set the code for the entire course (or term).
- Save or copy/paste rosters of students for each class into its corresponding folder. Consult the user documentation (Quick Start Guides) to see about proper formatting for your course roster. Tip: If you are using WebCT (now known as Blackboard Learning System), Blackboard, or ANGEL, consult the relevant user documentation to download your roster from your CMS and place it into your MyCourse folder.
- Make sure your systems work with the i>clicker system requirements (below). If you are a Windows 2000 user, consult our technical support group at support@iclicker.com for the appropriate software:

PC

Windows XP Professional or Home Edition, or Windows XP Tablet PC Edition, Windows Vista

One available USB port

Projection system (highly recommended)

Mac

Max OS X version 10.3.9 or higher

One available USB port

Projection system (highly recommended)

For both Windows and Macs, the screen resolution on your computer needs to be set to 1024 x 768 in order to view the full application. To check your settings (and to make sure your resolution is properly set), go to "Control Panel" and locate the "Display" icon. Go to "Settings," locate "Screen Resolution," and move the arrow to "more" or 1024 x 768.

- If you are tying i-clicker results to individual students (and perhaps even assigning grades), you will want to add i-Clicker instructions to your syllabus so your students follow the proper registration protocol (and will understand why they are purchasing the clickers).
 - If you are using Web registration, the key to your success is deciding before registration what student ID will be used. If you are using a course management system to record grades (like WebCT, Blackboard, or ANGEL), you will want to make sure you tell your students to use their CMS ID. Many campuses have 1-3 student IDs (a numeric ID, a student email ID, and perhaps a WebCT/Blackboard ID), so qualifying which ID the student should use is of utmost importance.
 - Decide upon a policy for students who cannot or do not register their clickers successfully. Do you want them to find you after class? In your office hours? Email you their remote ID and student ID for manual registration? Inevitably, a small percentage of students will struggle with the registration process; to save yourself aggravation, you may want to include some directions in your syllabus to anticipate this problem and avoid a lot of manual work on your end.
 - Tip: You can always use a combination of roll-call/in-class registration and Web-based registration. The two are not mutually exclusive and this may work best for medium-sized classes.
 - You might include an edited version of the following in your syllabus:

FOR ROLL CALL/in-class REGISTRATION:

"You are required to purchase an i>clicker remote for in-class participation. i>Clicker is a response system that allows you to respond to questions I pose during class; you will be graded on that feedback and/or participation. In order to receive this credit, you will need to register your i>clicker remote in class. I will project a Registration screen with 3 steps to follow (look for your [student ID], which will alphabetically scroll down the screen). Once your remote is registered, your [student ID] will no longer appear on that scrolling list and you are registered for the entire semester. If for some reason, you can't follow these steps, I will need to register you by [alternative policy] by [date]. i>clicker will be used every day in class, and you are responsible for bringing your remote daily." (*Note to the instructor:* [student ID] = the type of student ID that you have chosen to use, as noted in the instructions in step #10.)

FOR WEB REGISTRATION:

"You are required to purchase an i>clicker remote for in-class participation. i>Clicker is a response system that allows you to respond to questions I pose during class, and you will be graded on that feedback and/or participation. In order to receive this credit, you will need to register your i>clicker remote online within the first [amount of time set by instructor] of class. You must have come to class at least once and voted on at least one question, in order to complete this registration properly. Once you have voted on a question in my class, go to www.iclicker.com/registration. Complete the fields with your first name, last name, student ID, and remote ID. Your student ID should be [student ID]. The remote ID is the series of numbers and sometimes letters found on the bottom of the back of your i>clicker remote. The i>clicker response system will be used every day in class, and you are responsible for bringing your remote daily." (*Note to the instructor:* [student ID] = the type of student ID that you have chosen to use, as noted in step #10.)

- If you are not using the i>clicker default frequency (AA), you will need to set your sub-frequency to a different channel in Settings and Preferences. When you begin polling, i>clicker will alert your students to this change. Your new sub-frequency code will remain in place for the duration of the lecture/session (as long as the remote is on). Students will need to repeat this procedure for every session, which is why setting one code for the entire term will be easier to administer and communicate.

Other important notes and tips:

- Training sessions are available daily. Visit <https://iclicker.webex.com> to register for a training session. There is also extensive documentation available on our website, <http://www.iclicker.com>.
- Technical support is available via email at support@iclicker.com or toll free at 1-866-209-5698. There is a live person on the line, and they are available 5 days a week, 9:00am-11:00pm Eastern, to answer questions.
- Pull the plastic tab from the back of your remote before use to activate batteries; remind students to do the same.
- Place a pen cap in the battery notch to change batteries (3 AAA) when needed (red flashing "low battery" light = ~10 hours still remaining). All remotes have a 200 hour battery life, so this should last a full semester or more.