

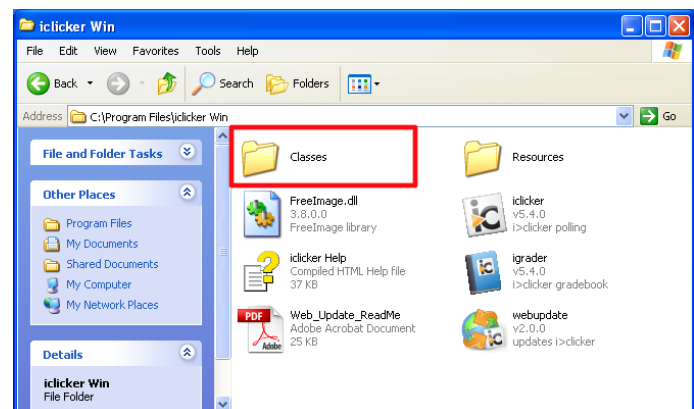
i>clicker Instructor Homework and Suggestions

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 (blue) instructor's remote, and the Quick Start Guides (you may have obtained these items from your IT group). The Quick Start Guides, User Guides, and other helpful guides are available at www.iclicker.com and on the i>clicker flash drive.
- Make sure your bookstore or department has ordered the proper number of student remotes.
- Make sure you have the latest version of the software by downloading it from www.iclicker.com under **Downloads**.
- 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, Notepad, XML, etc).
- NEW!** It is no longer necessary to make a separate copy of the i>clicker (MyCoursePC or MyCourseMac) folder for each class or section. A single copy of the new **iclicker Win** or **i>clicker Mac** folder now gives you access to all your courses and sections. To create multiple i>clicker courses, locate and click on the i>clicker icon and the new Welcome screen will appear. Locate and select the **Add Course** button to create your courses. Repeat this step for every course or section for which you will be using i>clicker.
- For every course you've added to i>clicker, set your course preferences from the Settings/Preferences section of the i>clicker application's **Main Menu** screen; you must repeat this step for every course.
- 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 the i>clicker remote) in the **Designated Instructor's Remote** field found in the General Tab of Settings and Preferences. 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 sub-folder within the **Classes** folder (from the i>clicker root directory). Consult the user documentation to learn about proper formatting for your course roster. If you are using Blackboard, Blackboard Enterprise CE or Vista, ANGEL, Desire2Learn, Moodle, or Sakai, consult the relevant user documentation (available at www.iclicker.com) to learn how to obtain your roster from your campus course management system.



i>clicker Win Classes 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
 - **Mac:** Mac OS X version 10.4.2 and above
 - **PC and Mac:** One available USB port. Projection system (highly recommended). Screen resolution of 1024 x 768 (To check your settings—and to make sure your resolution is properly set—go to Control Panel > Display > Settings > Screen Resolution > 1024 x 768).
- If you are tying i>clicker results to individual students (and perhaps 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).

To be included on your syllabus:

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 Blackboard), you will want to make sure you tell your students to use their CMS ID. Many campuses have 1-3 student IDs (e.g. a numeric ID, a student email ID, and perhaps a Blackboard ID), so qualifying which ID students must use is crucial.

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; you may want to set a policy for managing such problems before class begins.

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. We recommend roll-call/in-class registration option for smaller classes (50 students or less).

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. Each clicker has a unique serial number on the back of the remote. Place a piece of scotch tape over that bar code and ID to preserve it. In order to receive credit for your votes, 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 term. 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 above.)*

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. Each clicker has a unique serial number on the back of the remote. Place a piece of scotch tape over that bar code and ID to preserve it. In order to receive credit for your votes, 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)*

Additional Notes and Tips:

- 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/Preferences. When you begin polling, i>clicker will alert your students to the frequency. 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.
- Training sessions are available daily. Visit <https://iclicker.webex.com> to register for a training session.
- 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, 9:00 am-11:00 pm Eastern, to answer questions.
- Each clicker has a unique serial number on the back of the remote. This number can be hard to read after normal wear and tear. Instruct students to write it down and place a piece of scotch tape over that ID to preserve it.
- 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.