



Instructor's Guide

Using *i>clicker* 5.4 with ANGEL 7.1, 7.2 & 7.4

Manually importing class rosters into i>clicker and exporting polling results in a ANGEL-friendly format

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Overview

i>clicker 5.4 provides you the convenience of downloading a class roster from ANGEL rather than creating a roster from scratch. We recommend this option if you use ANGEL to post your course grades.

This guide will walk you through the steps for registering i>clicker remotes using your ANGEL course roster and then exporting your polling results for use with the ANGEL gradebook.

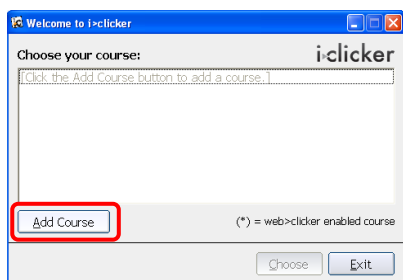
Using your ANGEL roster to register clickers

Creating a Course and Setting Preferences in i>clicker

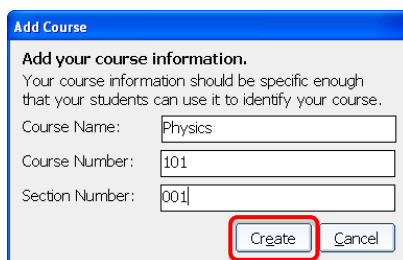


NOTE: It is no longer necessary to make a separate copy of the **MyCoursePC** or **MyCourseMac** folder for each i>clicker course or section. A single copy of the new **iclicker Win** folder now gives you access to all your courses and sections.

- 1 Open your **iclicker Win** or **i>clicker Mac** folder and double-click the i>clicker icon.
- 2 The **Welcome to i>clicker window** opens with no courses listed. Click **Add Course**.

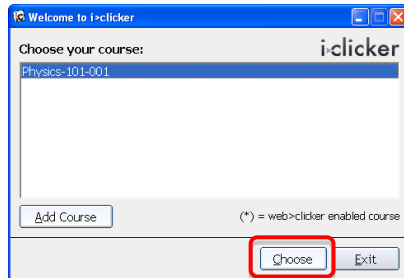


- 3 An **Add Course** window appears. Enter your **Course Name**, **Course Number**, and **Section Number**. This combined information will serve as the unique identifier for your course.

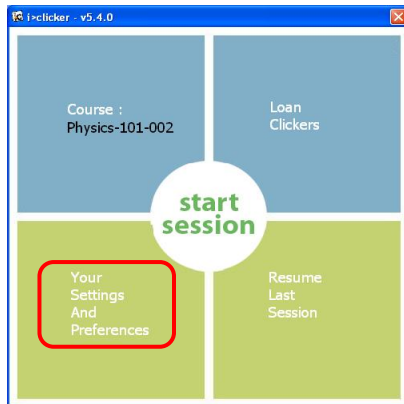


- 4 Click **Create**. i>clicker automatically creates a new course folder in your **iclicker Win\Classes** or **i>clicker Mac:Classes** folder. The **Add Course** window closes and you are returned to the **Welcome** screen where you will see your course name in the list of courses.

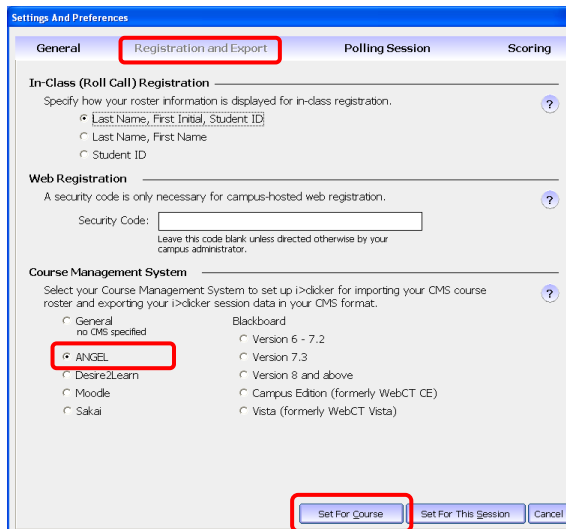
- 5 Select your course from the course list and click **Choose**.



- 6 The **Main Menu** screen will appear. Click the **Your Settings and Preferences** link.

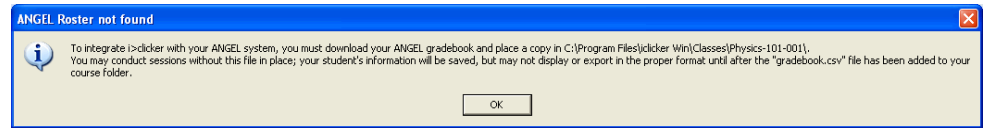


- 7 Click the **Registration and Export** tab. Under **Course Management System** select **ANGEL**. Click **Set for Course**.



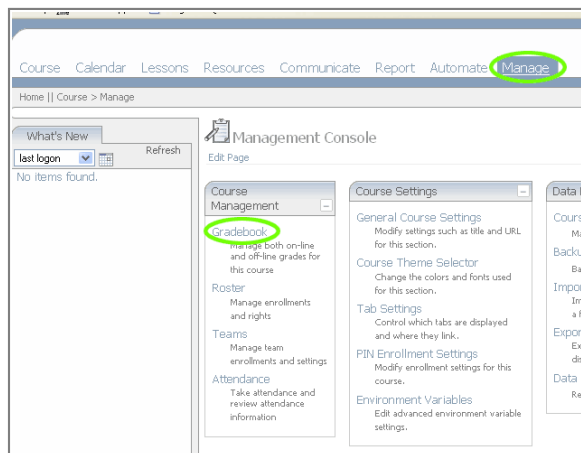


WARNING: When you modify the i>clicker Settings and Preferences as described above, you will receive an alert like the one below. This alert is simply a reminder that you need to download your ANGEL roster before trying to export i>clicker data for use in your ANGEL course. Adding your roster is covered in the next steps.

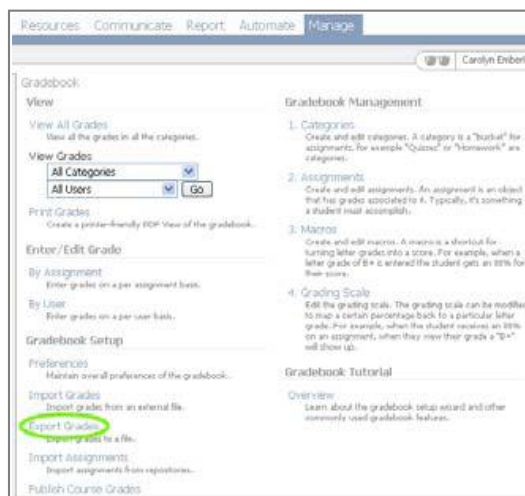


Exporting Your ANGEL Course Roster

- 1 Log into ANGEL and select the course for which you are using i>clicker from the **Course List**.
- 2 Locate and select the **Manage** tab at the top.
- 3 Under the **Management Console**, locate the **Course Management** section and select the **Gradebook** link.



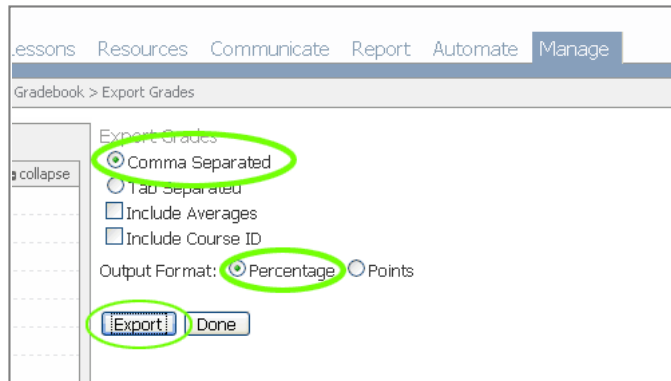
- 4 From the **Gradebook Setup** area, locate and select the **Export Grades** option.



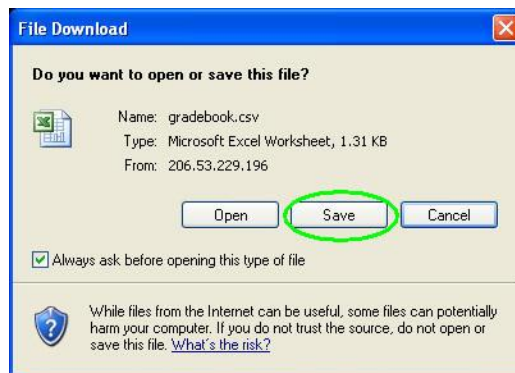
5 From the Export Grades section, make sure you have selected the following:

- Comma Separated
- Output format: Percentage

Click the **Export** button.



6 In the resulting popup, select the option to save the file. (**Save to Disk** or just **Save**.) The exact wording of the pop-up will vary depending on your Internet browser. Save the file into your course folder within your iclicker Win or i>clicker Mac folder (e.g., **iclicker Win\Classes\Sample Cal State Course** or **i>clicker Mac:Classes:Sample Cal State Course**).



NOTE: If you do not see your course folder in the iclicker Win\Classes or i>clicker Mac:Classes folder, complete steps 1-4 under *Creating a Course and Setting Preferences in i>clicker*.



TIP: We recommend that you open the CSV file to make sure that file includes student last name, student first name, and student ANGEL ID. This should be automatic but it is best to double check your downloaded file to avoid confusion.

Registering i>clicker Remotes Using Web Registration

Online registration is recommended, especially for classes of fifty students or more. To register online, send your students to www.iclicker.com and ask them to locate the **Register Your i>clicker** button. For complete instructions, see *Web Registration (Option 1)* in the i>clicker 5.4 Quick Start Guide available at www.iclicker.com.

After your students have registered online, you need to synchronize i>grader to update the information in your class folder. (See *Synchronizing Web Registrations* below.)

Registering i>clicker Remotes Using Roll Call Registration

The roll call registration option is ideal for small classes (fifty or fewer students) and can be used with your ANGEL course roster. To use the roll call registration option, follow the steps outlined under *Roll Call Registration (Option 2)* in the i>clicker 5.4 Quick Start Guide available at www.iclicker.com.

When using roll call registration, the students' last names, first initials, and ANGEL user IDs scroll across the screen. Students locate their names and click a key combination on their i>clicker remotes to assign their remotes to their names in the course roster.

Synchronizing Web Registrations



NOTE: Before you can use the Web Synchronization feature in i>grader, **you must run at least one i>clicker session with your students, and your students need to register their i>clicker remotes online as described in Step 1 below.**

To synchronize web registrations with your ANGEL roster:

- 1 Students will need to visit <http://www.iclicker.com/registration/index.html> and complete the registration form. **The students should enter their ANGEL usernames as the Student ID.**



TIP: You may want to add registration ID instructions to your syllabus. **We have provided First Day of Class materials (PowerPoint slides, syllabus attachment, web flyer) that you can customize and use for these purposes. You can find those under the Downloads section of www.iclicker.com.**

- 2 Within your iclicker Win or i>clicker Mac folder, double click the **i>grader** icon, **select your course**, and click **Open i>grader**. You will see your session(s), labeled by date, and you will see remote IDs in red on the left.

| Student ID | Total | 11/01/2009 | 11/02/2009 | | |
|------------------|-------|------------|------------|------------|------------|
| | | Set Scores | Set Scores | Set Scores | Set Scores |
| awwearengen | 0 | Ab | Ab | | |
| avandalav | 0 | Ab | Ab | | |
| cpronger20 | 0 | Ab | Ab | | |
| iclicker_student | 2 | 1 | 1 | | |
| iclicker_student | 0 | Ab | Ab | | |
| iclickerinstruct | 0 | Ab | Ab | | |



TIP: If you do not see a column of remotes in red on the left, you may not have run a polling session with your students yet. Please run a session in i>clicker before attempting the Web Synchronization function.



TIP: Check to be sure ANGEL is your listed CMS on the lower left corner of the screen (**Output formatted for: ANGEL**). Your choice of ANGEL as your course management system was carried over from your Settings and Preferences selection in i>clicker.

- 3 Click the **Synchronize Student Web Registrations** button.

The Web Synchronization function will take the remote IDs from the session you conducted with your students, and look for them via a database server. It will match the i>clicker remotes used in your class to the user IDs your students registered on the web site.

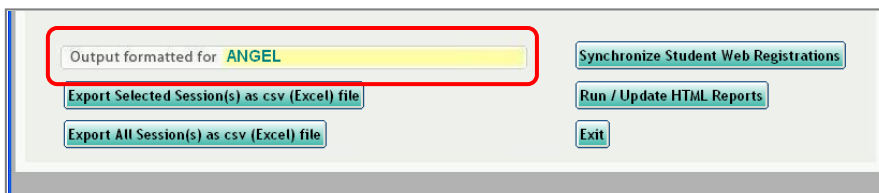
The student user IDs are then checked against the usernames found in the exported file from the ANGEL grade book. If your students did not register using their ANGEL usernames, you will be prompted to accept or ignore the registration. We recommend jotting down that user's information and choosing ignore. Then ask the student to register again using the correct information.



TIP: If you find that many of your students entered the wrong user ID when registration on the iclicker.com website, prompt them to uniformly re-register with their ANGEL User ID.

Uploading grades from i>grader into ANGEL

- 1 When you are ready to upload your i>clicker polling data into ANGEL, open i>grader. Make sure **Output formatted for** lists **ANGEL** (see screen shot below).

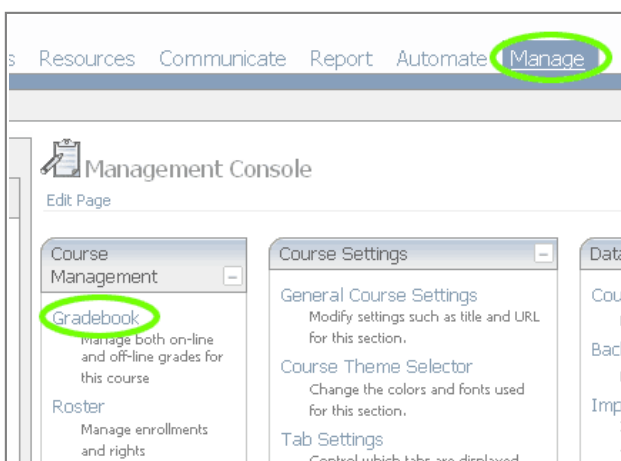


- 2 To export data from one or multiple sessions, check the box at the top of each column you want to export (next to the session name or session date). After you've selected your desired session(s), click **Export Selected Sessions as csv** file from the main i>grader screen. To export scores for the whole term, click **Export All Sessions**. The scores will be saved in your course folder in a file called **Uploadfile.csv** (e.g., **iclicker Win\Classes\Sample Cal State Course\Uploadfile.csv** or **i>clicker Mac:Classes:Sample Cal State Course;Uploadfile.csv**).



NOTE: Only one **Uploadfile.csv** can exist in your course folder at once. If you wish to export data into more than one file during a single i>grader session, you will need to move or rename the previously created Uploadfile.csv before exporting a different selection of sessions. When you no longer need the information in the exported file, you may leave it in your course folder and it will simply be overwritten the next time you need to export.

- 3 Log into ANGEL (and into your course) and go back to **Gradebook** (Manage > Management Console > Course Management > Gradebook).



4 Under **Gradebook Management**, select **2. Assignments**.

The screenshot shows the 'Gradebook Management' section of a software interface. On the left, there are several menu items: 'View All Grades', 'View Grades' (with dropdowns for 'All Categories' and 'All Users' and a 'Go' button), 'Print Grades', 'Enter/Edit Grade' (with sub-options 'By Assignment' and 'By User'), 'Gradebook Setup' (with sub-options 'Preferences', 'Import Grades', and 'Export Grades'). On the right, under 'Gradebook Management', there are four numbered items: '1. Categories', '2. Assignments' (circled in green), '3. Macros', and '4. Grading Scale'. Below these is a 'Gradebook Tutorial' section with an 'Overview' link.

5 Click the **Add New** button.

The screenshot shows the 'Assignments' management page. At the top, there is a navigation bar with tabs for 'Calendar', 'Lessons', 'Resources', 'Communicate', 'Report', 'Automate', and 'Manage'. Below the navigation bar, the breadcrumb path is 'course > Manage > Gradebook > Assignments'. On the left, there is a 'New' button and a 'Refresh' button. The main area contains a table with the following data:

| <input type="checkbox"/> | Title | Category |
|--------------------------|----------------------------|---------------|
| <input type="checkbox"/> | iClicker assignment import | Uncategorized |
| <input type="checkbox"/> | test123 | Uncategorized |
| <input type="checkbox"/> | iClicker ID? | Uncategorized |

At the bottom of the page, there is a blue bar with a left arrow and a right arrow. Below this bar, there are four buttons: 'Add New' (circled in green), 'Show Tasks', 'Edit Selected', and 'Delete Selected'. At the very bottom, there is a link '<< Back To Main Menu'.

- 6 Complete the options for the assignment (title, total points possible, etc.) and click Save. You can click on the names of these fields for more information about the different options.

The screenshot shows the 'Assignment Editor' interface. At the top, there are buttons for 'Add New', 'Show Tasks', 'Edit Selected', and 'Delete Selected'. Below these, the 'View' options are 'Normal' (selected) and 'Advanced'. The form fields are: 'Title' (iClicker Quiz 1), 'Description' (empty text area), 'Category' (Uncategorized), 'Points' (100), 'Display Format' (Course Default), 'Calculation Type' (Manual), and an unchecked 'Extra Credit' checkbox. At the bottom, the 'Save' button is circled in green, next to a 'Cancel' button. A '<< Back To Main Menu' link is at the very bottom.

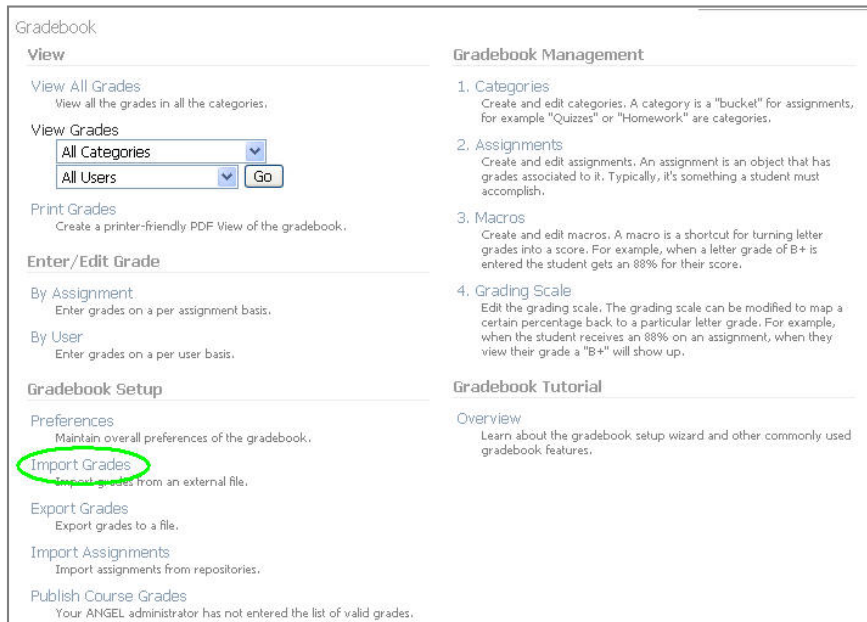
- 7 Your assignment will now appear in the assignment list. If you have exported iClicker grades for more than one session, repeat steps 4 and 5 for each session you would like to add to your ANGEL Gradebook. When you have created assignments for all sessions, click **Back to Main Menu** and proceed to step 7.

The screenshot shows the 'Assignments' list in the ANGEL system. The top navigation bar includes 'Resources', 'Communicate', 'Report', 'Automate', and 'Manage'. The breadcrumb trail is 'Home > Assignments'. The list contains the following data:

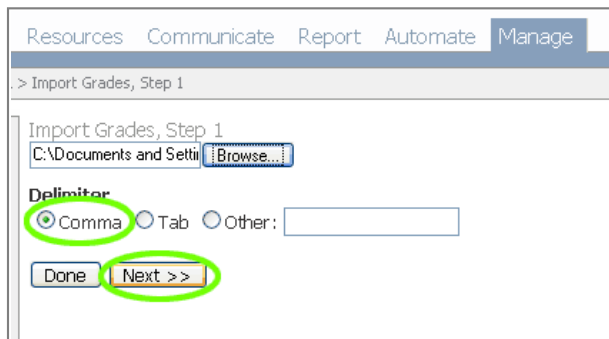
| <input type="checkbox"/> | Title | Category | Points Possible |
|--------------------------|----------------------------|---------------|-----------------|
| <input type="checkbox"/> | iClicker assignment import | Uncategorized | 10 |
| <input type="checkbox"/> | test123 | Uncategorized | 100 |
| <input type="checkbox"/> | iClicker ID? | Uncategorized | 0 |
| <input type="checkbox"/> | iClicker Quiz 1 | Uncategorized | 100 |

At the bottom of the page, there are buttons for 'Add New', 'Show Tasks', 'Edit Selected', and 'Delete Selected'. The '<< Back To Main Menu' link is circled in green.

- 8 You will be returned to the Gradebook menu. Under the **Gradebook Setup** section, click **Import Grades**.

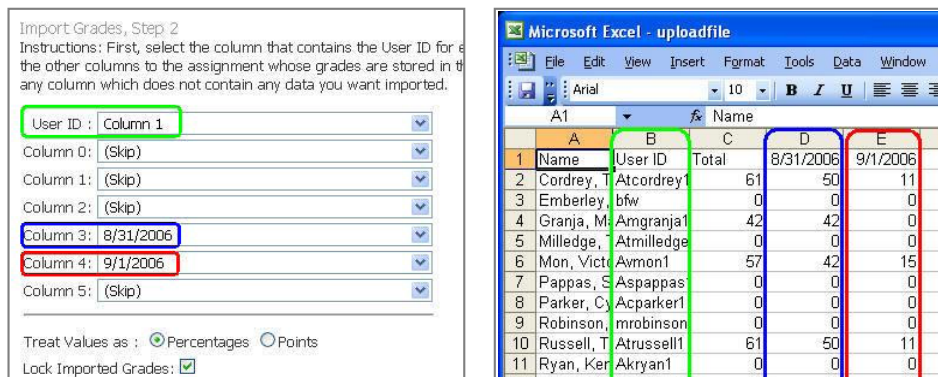


- 9 Click the **Browse** button and find the **uploadfile.csv** file in your iClicker course folder. Select this file, then click **Open**. It will appear in the field next to the Browse button. Leave the delimiter as **Comma**, and click **Next**.

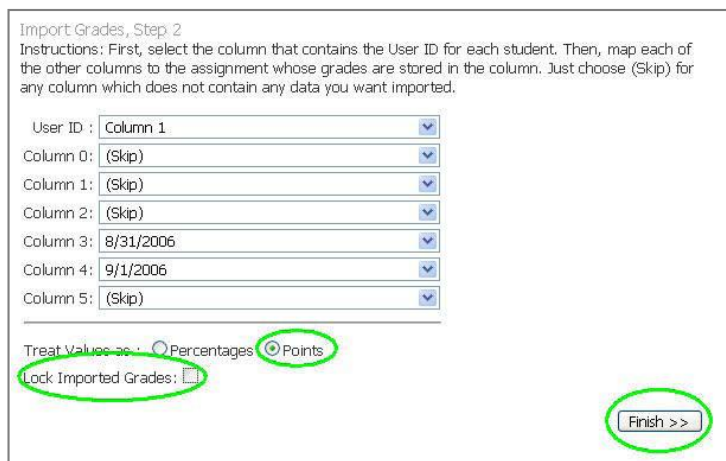


- 10 On the next screen, you will be asked to correlate the columns in the .csv file to assignments in your ANGEL Gradebook. ANGEL uses numbers to refer to these columns, beginning with 0, where Microsoft Excel uses letters, beginning with A. If you open the file in Excel, A = Column 0, B = Column 1, C = Column 2, and so on. You may wish to have the upload file open in Excel as a reference, especially if you are importing multiple sessions.

- 11 Select the column which contains the Student’s User IDs. This should be automatically selected for you when you begin this step. In general, the uploadfile.csv will list the students’ names in column A and the usernames in B, so the User ID would be set to “Column 1.”
- 12 For each iClicker session you would like to import, find the matching column number on the Import Grades screen. Then, from the drop-down list, select the corresponding assignment which you created in Step 5. Choose “(Skip)” for all columns that do not contain grades.



- 13 Under **Treat Values as**: select **Points**.
- 14 Choose whether you want the grades locked or not—we recommend you choose not to lock grades, so that they can be changed manually if needed.
- 15 Click the **Finish** button.



16 The new assignment scores will appear in the gradebook.

View Grades

Show: Only Students Number to Display: 100 View: Default Points Percentage

| Username | Overall | Homework Overall | 9/1/2006 (20 pts.) | 8/31/2006 (50 pts.) |
|------------------------------|---------|------------------|--------------------|---------------------|
| Raw Class Average | | 45.71% | 26% | 53.6% |
| 1_add (late_add_1) | 0% | ' | ' | ' |
| 2_add (late_add_2) | 0% | ' | ' | ' |
| 3_add (late_add_3) | 0% | ' | ' | ' |
| Donaldson, Aimee (Aadonald) | 43.19% | ' | ' | ' |
| Granja, Maria (Amgranja1) | 71.06% | 60% | 0% | 84% |
| Keller, Sara (Askeller1) | 72.94% | ' | ' | ' |
| Mannion, Patrick (Apmannion) | 0% | ' | ' | ' |
| McDaniel, Laura (Almcdaniel) | 0% | ' | ' | ' |
| Metzger, Dawn (Admetzger) | 0% | ' | ' | ' |
| Mon, Victoria (Avmon1) | 48.86% | 81.43% | 75% | 84% |
| Russell, Tonya (Atrussell1) | 61.46% | 87.14% | 55% | 100% |
| Ryan, Kenny (Akrvan1) | 4.87% | 0% | 0% | 0% |
| Seaver, Brandon (Abseaver) | 10.69% | 0% | 0% | 0% |

Any questions? Feel free to contact us at support@iclicker.com.