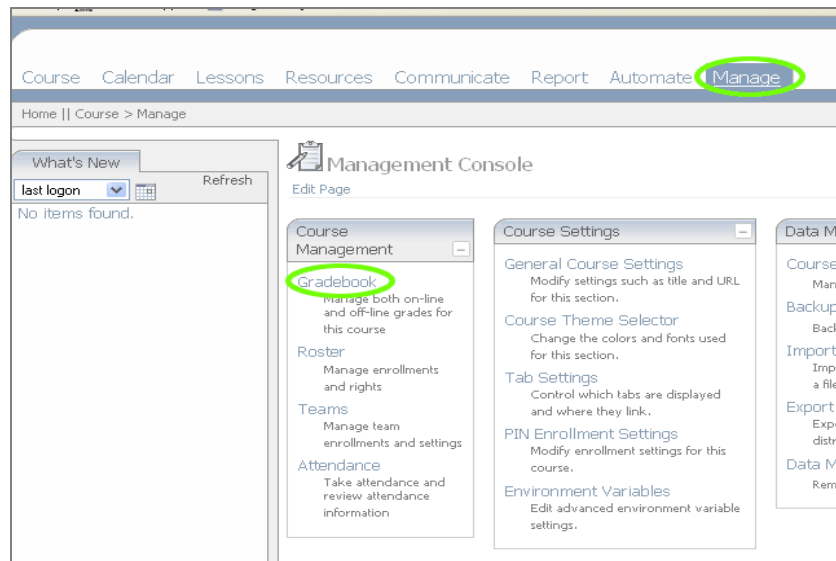




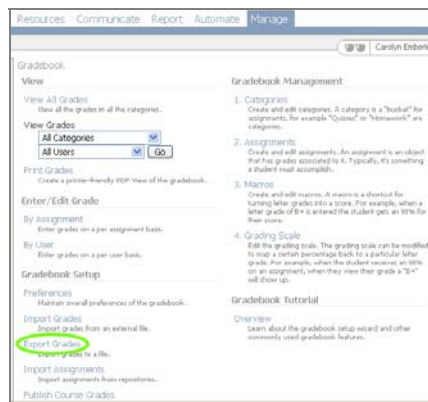
Using ANGEL (Versions 7.1, 7.2) and i>clicker

Using your ANGEL roster to register clickers:

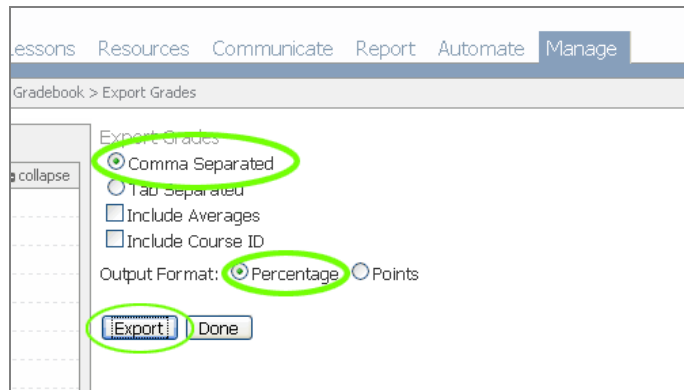
1. Log into ANGEL and select the Course for which you are using i>clicker.
2. Locate and select the “Manage” tab at the top.
3. Under the “Management Console,” locate the “Course Management” section and select the “Gradebook” link.



4. From the Gradebook Setup area, locate and select the “Export Grades” option.

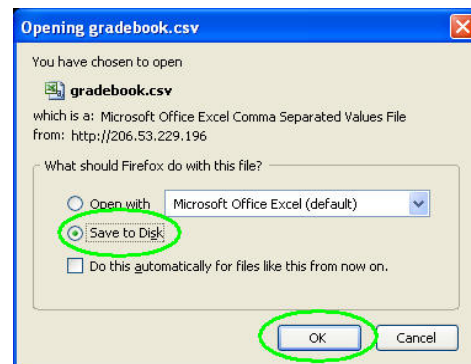
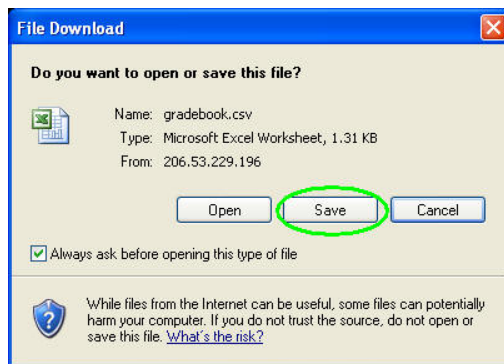


5. From the Export Grades section, make sure you have selected the following:
 - a. "Comma Separated"
 - b. Output format: "Percentage"



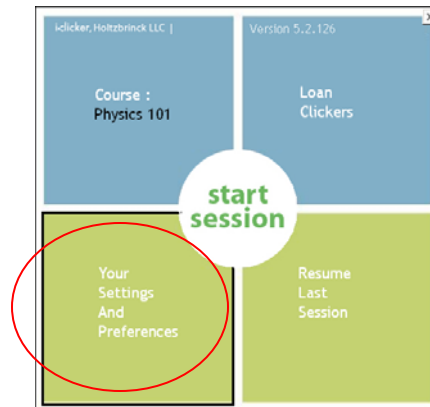
Click the "Export" button.

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 to a location where it can be easily found, such as your desktop. You can even download the gradebook.csv file right into your i>clicker course folder.

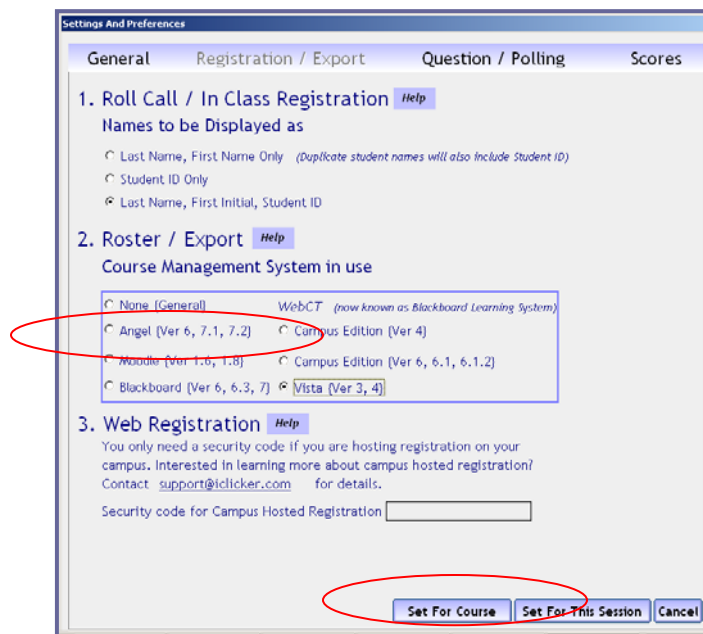


7. Find the file on your computer. The file name will be in the format gradebook.csv. If you've saved it to another location, move this file into the folder for your iClicker course (initially called MyCoursePC or MyCourseMac when downloaded from the Web site or taken from your flash drive, you probably re-titled it for your course/section).

9. Start the i>clicker program by double-clicking the “iclicker.exe” icon in your course folder. From the welcome screen, select “Your Settings and Preferences.”

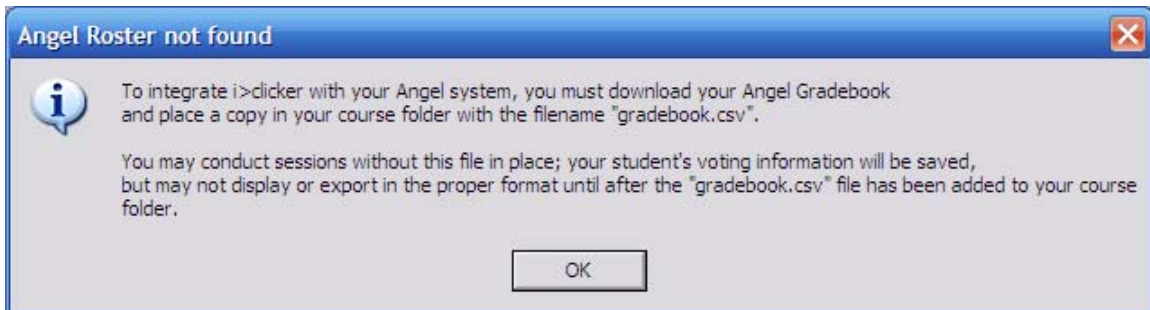


10. Locate the “Registration/Export” tab.
11. Under “Course Management System in Use,” select “Angel (Ver 6, 7.1, 7.2)”
12. At the bottom of the screen, choose “Set for Course.”



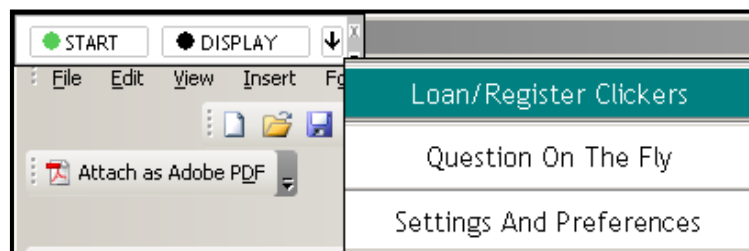
Troubleshooting tip: Unless your institution is hosting registration on campus/locally, the Security Code for Web Synchronization should either be blank, or contain “SQL” in the field. (The first release of i>clicker required a special school code for each institution; we’ve since eliminated that requirement.)

Important Note: If you modify the i>clicker Settings and Preferences as described above, but do not go through the process of downloading your Angel roster and placing it in your i>clicker course folder, you will receive an alert like the one below. You may conduct i>clicker sessions without this file in place; this alert is simply a reminder to add the file before trying to export i>clicker data for use in your Angel course.

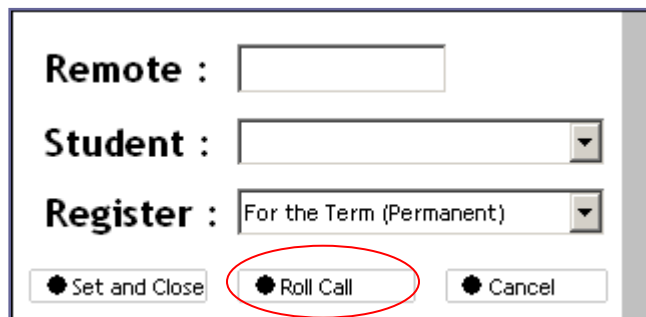


When Using Roll Call/In Class Registration

1. Make sure your base is connected to your computer. Open i>clicker by double-clicking the iclicker.exe icon in your course folder and selecting "start session" from the Welcome Screen. From your floating menu bar, click on the down arrow (▼) to open the Options menu and select "Loan/Register Clickers."



2. From the "Loan/Register Clickers" window, select "Roll Call."



- The names from your Angel roster will populate the roll call list, and students can then follow the on-screen instructions to register their clickers.

Register Your i>clicker Scrolling Speed
⬆ Slow ⬅ Medium ➡ Fast

Step One:
Look for your Name and ID

Step Two:
Press the LETTER next to your Name/ID to REGISTER your i>clicker

Rushing, T, trushing	<input type="checkbox"/>
Eaton, T, teaton	<input type="checkbox"/>
Norath, L, lnorath	<input type="checkbox"/>
Siebert, J, jsiebert	<input type="checkbox"/>
1459ABE6 = Ivanov, C, civanov	<input type="checkbox"/>
BFW_Instructor, B, BFW_Instructor	<input type="checkbox"/>

Step Three:
Press the SECOND LETTER next to your Name/ID to CONFIRM your registration

Remote Registration Cleared Close

Web Synchronization Registration

Please note that 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.

- Students will need to visit <http://www.iclicker.com/registration> and complete the form. If you are using Angel to record grades, please direct your students to enter their Angel user ID as their student ID on this site.

Troubleshooting tip: When using Web registration, the key to success is deciding what student ID will be used and sharing those directions with students early, and before they register their clickers online. Many campuses have 1-3 student IDs (a numeric ID, a student email ID, and perhaps an ANGEL User ID), so qualifying which ID the student should use is of utmost importance. You may want to add registration ID instructions to your syllabus so your students follow the proper registration protocol.

i>clicker

i>clicker Web Registration

Have questions about clicker registration?
Contact us at support@iclicker.com or 866-209-5698.

Thank you for using i>clicker! Please complete the form below. Your professor will then be able to give you credit for using your i>clicker in class.

First Name

Last Name

Student ID

Clicker ID

i>clicker WEB REGISTRATION

2. Launch i>grader. You will see your session(s), labeled by date, and you will see names and remote IDs in red on the left.

The screenshot shows the iGrader-Great Lakes Training interface. At the top, it says "i-grader" and "Course: Great Lakes Training". Below this is a table with columns for "Student ID", "Total", and three dates: "01/23/2008", "02/12/2008", and "02/12/2008-2". Each date column has a "Set Scores" button. The table lists several students with their names and remote IDs in red text. The "Total" column is highlighted in yellow. Below the table, there are buttons for "Export Selected Session(s) as csv (Excel) file", "Export All Session(s) as csv (Excel) file", "Synchronize Student Web Registrations", "Run / Update HTML Reports", and "Exit". A text field at the bottom left says "Output formatted for Angel {Ver 6, 7.1, 7.2}".

Student ID	Total	01/23/2008	02/12/2008	02/12/2008-2
jmendez Average: 0.33	1	1	Ab	Ab
#110C2D30 Average: 0.33	1	1	Ab	Ab
#12E310E1 Average: 0.33	1	1	Ab	Ab
#12E4A85E Average: 0.33	1	1	Ab	Ab
#12E4D620 Average: 0.33	1	1	Ab	Ab
#14310623 Average: 0.17	0.5	Ab	Ab	0.5

Troubleshooting Tip: If you do not see a column of remotes in red in the i>grader main screen, 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.

Troubleshooting Tip: Check to be sure Angel is your listed CMS on the lower left corner of the i>grader screen: Output formatted for: Angel [Ver 6, 7.1, 7.2]. Your choice of Angel as your course management system was carried over from your Settings/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 SQL database server. It will match the i>clicker remotes used in your class to the user IDs your students registered with 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.

Troubleshooting tip: *If you find that many of your students entered the wrong user ID when registering on the iclicker.com Web site, prompt them to uniformly re-register with their Angel user ID. The prior Web registration will not prevent your students from re-registering with the correct information.*

4. Click the “Synchronize Web Registrations” button.

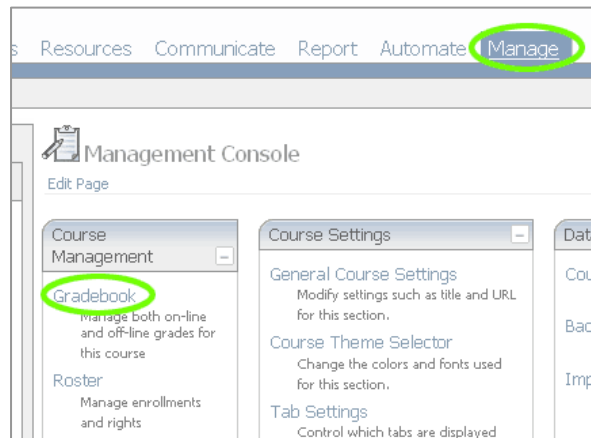
The Web Synchronization function will take the remote IDs from the session you conducted with your students, and look for them via a SQL database server. It will match the i>clicker remotes used in your class to the user IDs your students registered with on the Web site. The student user IDs are then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

Troubleshooting tip: *If you find that many of your students entered the wrong user ID when registering on the iclicker.com Web site, prompt them to uniformly re-register with their ANGEL user ID.*

Uploading grades from i>grader into ANGEL 7.1 or 7.2:

After your students have registered their remotes and you have polled them in class, you can upload their i>clicker scores (from one session, multiple sessions, or the whole term) into your ANGEL section. **Note:** You don’t have to wait to use i>clicker until your students are registered. You may, however, want to wait to upload your i>clicker polling data/points back into ANGEL until your registration period is complete.

1. When your i>clicker session is complete, open i>grader and select one of the two Export options from the main i>grader screen. You can export data from a selected session (or sessions) or for the entire term/course. The scores will be saved your main i>clicker course folder in a file titled, “Uploadfile.csv.”
2. Log into your ANGEL course and go back in “Gradebook” (from the Manage>Management Console>Course Management >Gradebook).



3. Under Gradebook Management, select “2. Assignments.”

The screenshot shows the Gradebook Management interface. On the left, under the 'View' section, there are options for 'View All Grades' and 'View Grades'. The 'View Grades' section has two dropdown menus: the first is set to 'All Categories' and the second is set to 'All Users', with a 'Go' button to the right. Below this are sections for '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 is a list of four items: '1. Categories', '2. Assignments', '3. Macros', and '4. Grading Scale'. The '2. Assignments' item is circled in green. Below this list is a 'Gradebook Tutorial' section with an 'Overview' link.

Gradebook

View

View All Grades
View all the grades in all the categories.

View Grades

All Categories

All Users

Go

Print Grades
Create a printer-friendly PDF View of the gradebook.

Enter/Edit Grade

By Assignment
Enter grades on a per assignment basis.

By User
Enter grades on a per user basis.

Gradebook Setup

Preferences
Maintain overall preferences of the gradebook.

Import Grades
Import grades from an external file.

Export Grades
Export grades to a file.

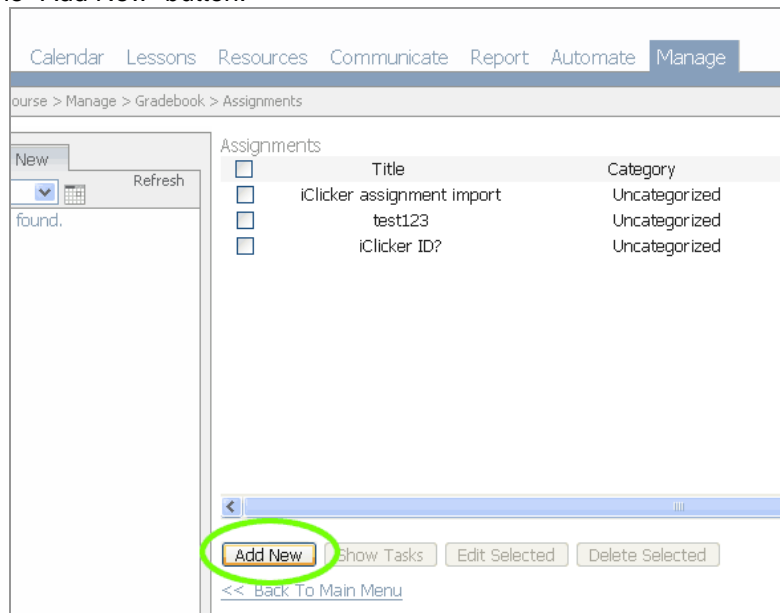
Gradebook Management

1. Categories
Create and edit categories. A category is a "bucket" for assignments, for example "Quizzes" or "Homework" are categories.
2. Assignments
Create and edit assignments. An assignment is an object that has grades associated to it. Typically, it's something a student must accomplish.
3. Macros
Create and edit macros. A macro is a shortcut for turning letter grades into a score. For example, when a letter grade of B+ is entered the student gets an 88% for their score.
4. Grading Scale
Edit the grading scale. The grading scale can be modified to map a certain percentage back to a particular letter grade. For example, when the student receives an 88% on an assignment, when they view their grade a "B+" will show up.

Gradebook Tutorial

Overview
Learn about the gradebook setup wizard and other commonly used gradebook features.

4. Click the “Add New” button.



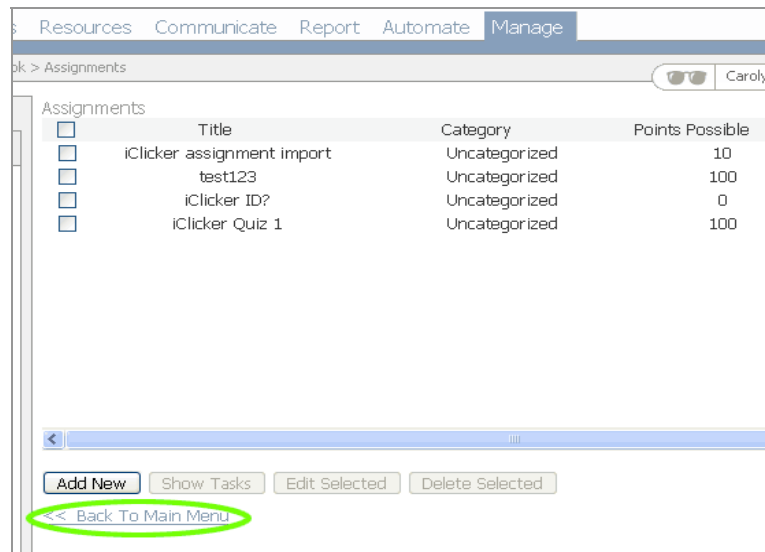
5. Complete the options for the assignment (title, total points possible, etc.) and click Save. You can click on the names of these fields for more information about the different options.

The screenshot shows the 'Assignment Editor' form. At the top, there are buttons: 'Add New', 'Show Tasks', 'Edit Selected', and 'Delete Selected'. The form has a 'View' section with 'Normal' selected and 'Advanced' unselected. The fields are:

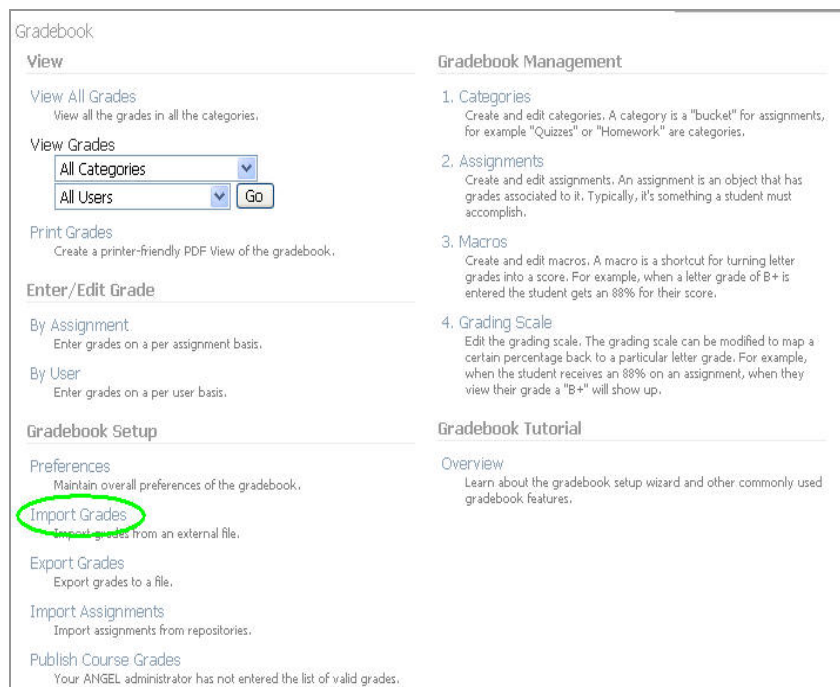
- Title: iClicker Quiz 1
- Description: (empty text area)
- Category: Uncategorized (dropdown menu)
- Points: 100 (text input)
- Display Format: Course Default (dropdown menu)
- Calculation Type: Manual (dropdown menu)
- Extra Credit:

At the bottom, there are 'Save' and 'Cancel' buttons. The 'Save' button is circled in green. There is also a '<< Back To Main Menu' link at the bottom.

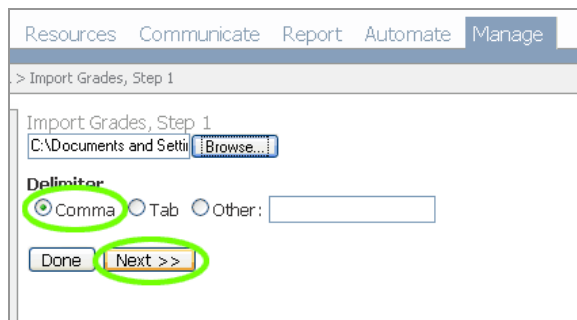
6. Your assignment will now appear in the assignment list. If you have exported iClicker grades for more than one session, repeat steps 4 and 5 for each session you would like to add to your ANGEL Gradebook. When you have created assignments for all sessions, click “Back to Main Menu” and proceed to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



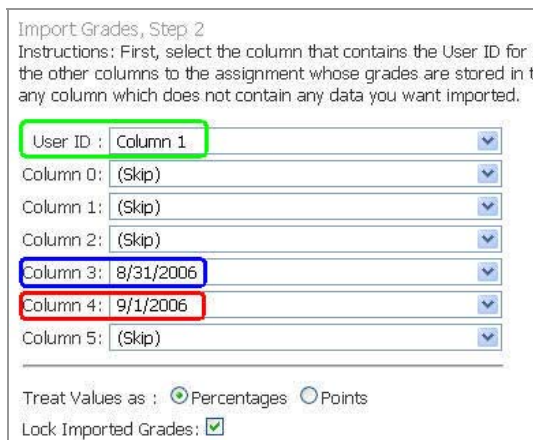
7. You will be returned to the Gradebook menu. Under the “Gradebook Setup” section, click “Import Grades.”



- 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.”



- 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.
- 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.”
- 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.



	A	B	C	D	E
1	Name	User ID	Total	8/31/2006	9/1/2006
2	Cordrey, T	Atcordrey1	61	50	11
3	Emberley, bfw		0	0	0
4	Granja, M	Amgranja1	42	42	0
5	Milledge, Atmilledge		0	0	0
6	Mon, Vict	Avmon1	57	42	15
7	Pappas, S	Aspappas	0	0	0
8	Parker, Cy	Acparker1	0	0	0
9	Robinson, mrobinson		0	0	0
10	Russell, T	AtRussell1	61	50	11
11	Ryan, Ker	Akryan1	0	0	0

- Under “Treat Values as:” select “Points.”
- Choose whether you want the grades locked or not—we recommend you do not to lock grades, so that they can be changed manually if needed.

14. Click the Finish button.

Import Grades, Step 2

Instructions: First, select the column that contains the User ID for each student. Then, map each of the other columns to the assignment whose grades are stored in the column. Just choose (Skip) for any column which does not contain any data you want imported.

User ID :

Column 0:

Column 1:

Column 2:

Column 3:

Column 4:

Column 5:

Treat Values as: Percentages Points

Lock Imported Grades:

15. The new assignment scores will appear in the gradebook.

View Grades

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

Username	Overall	Homework Overall	<input checked="" type="checkbox"/> 9/1/2006 (20 pts.)	<input checked="" type="checkbox"/> 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 (Amgrania1)	71.06%	60%	0%	84%
Keller, Sara (Askeller1)	72.94%			
Mannion, Patrick (Apmannio)	0%			
McDaniel, Laura (Almcdaniel)	0%			
Metzger, Dawn (Admetzger)	0%			
Mon, Victoria (Avmon1)	48.86%	81.43%	75%	84%
Russell, Tonya (Arussell1)	61.46%	87.14%	55%	100%
Ryan, Kennv (Akryan1)	4.87%	0%	0%	0%
Seaver, Brandon (Abseaver)	10.69%	0%	0%	0%

Questions? Need help? Contact us at support@iclicker.com!