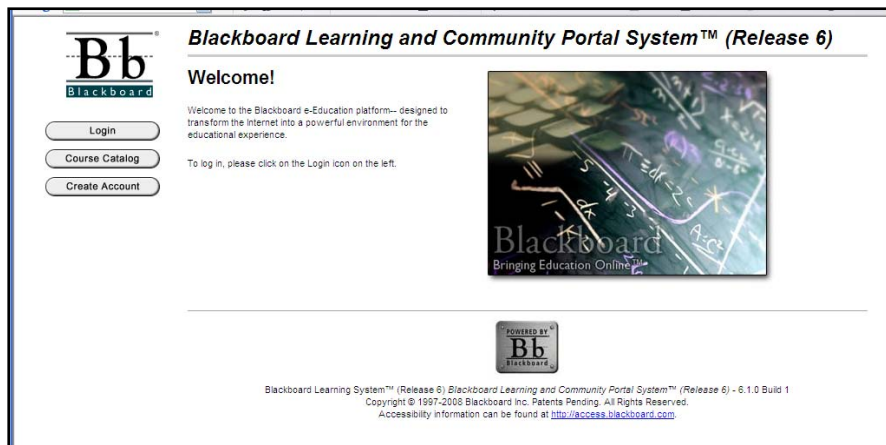




Using Blackboard (Versions 6, 6.3, 7) and i>clicker

Using your Blackboard roster to register clickers:

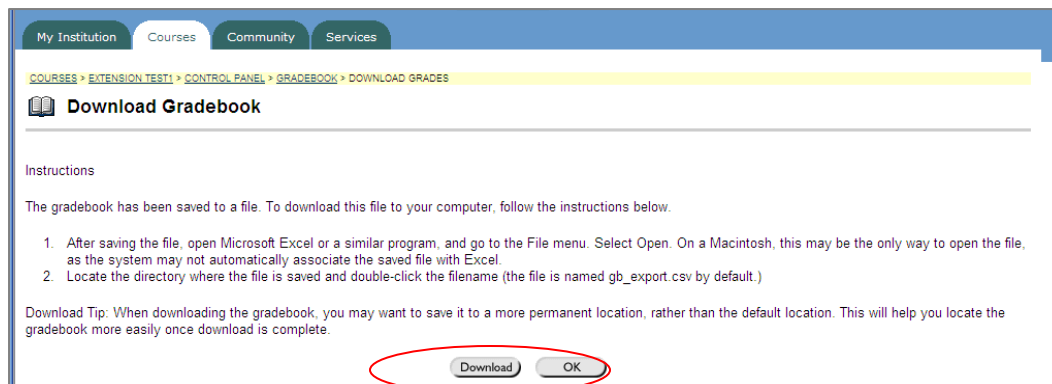
1. Log into Blackboard and select the Course for which you are using i>clicker.



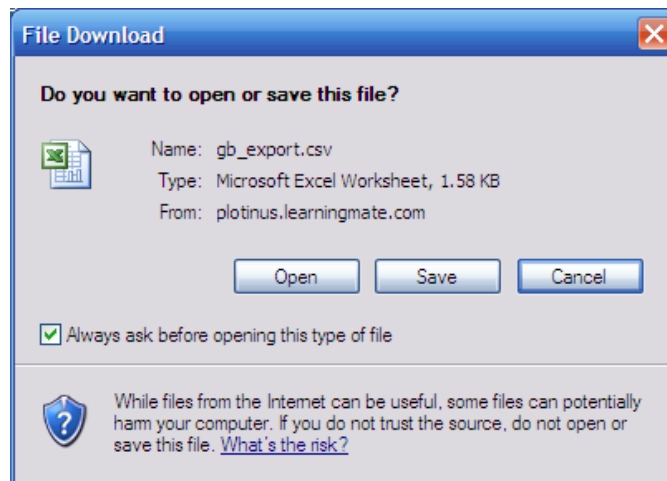
2. Locate the Control Panel of your course in the left navigation bar.



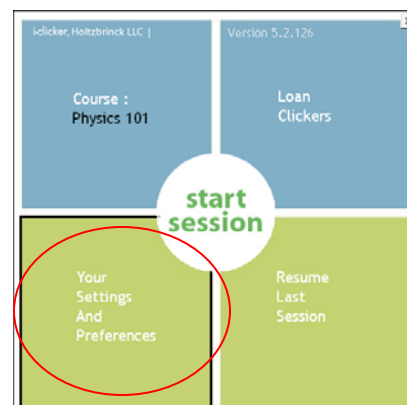
5. From the “Download Gradebook” page, click on the Download button



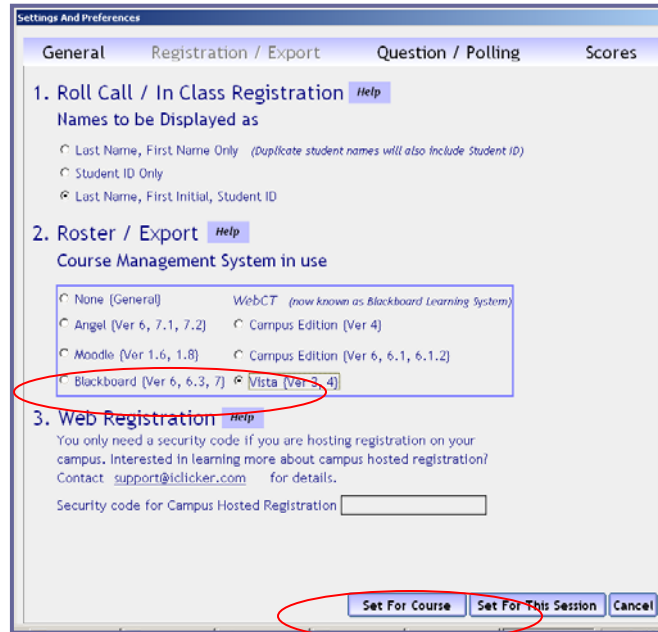
6. Save the file to a location where it can be easily found, such as your desktop.



7. Find the file on your computer. It is likely to be on your desktop, and will be named gb_export.csv. Move this file into your i>clicker folder (initially called MyCoursePC or MyCourseMac, unless you've re-titled the folder for your specific course or section).
8. Start the i>clicker program. From the welcome screen, select “Your Settings and Preferences.”



10. Locate the “Registration/Export” tab.
11. Under “Course Management System in Use,” select “Blackboard (Ver 6, 6.3, 7)”
12. At the bottom of the screen, choose “Set for Course.”



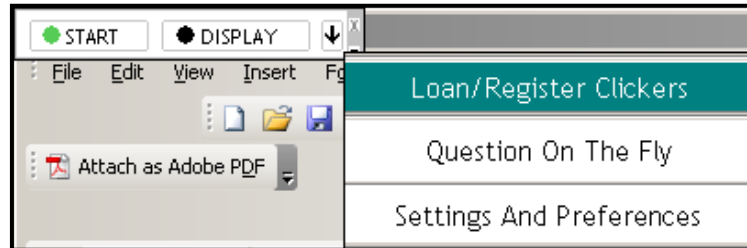
Troubleshooting tip: Unless your institution is hosting registration on campus/locally, the Security Code for Web Synchronization should either be blank, or contain “SQL” in the field. (The first release of i>clicker required a special school code for each institution; we’ve since eliminated that requirement.)

Important Note: If you modify the i>clicker Settings and Preferences as described above, but do not go through the process of downloading your Blackboard 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 Blackboard course.

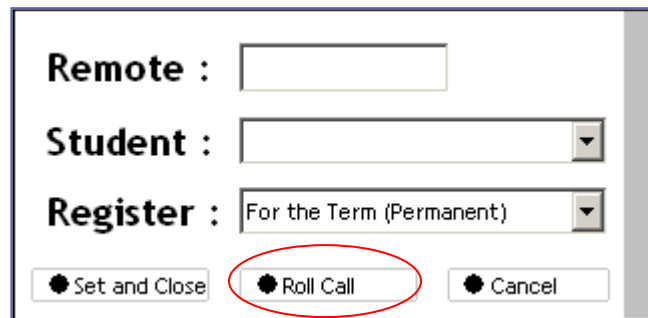


When Using Roll Call/In Class Registration

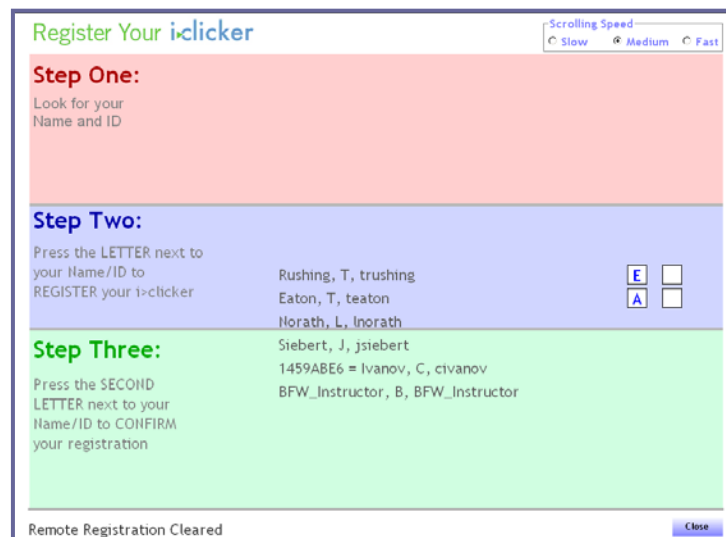
1. Make sure your base is connected to your computer. Open i>clicker by double-clicking the iclicker.exe icon in your course folder and selecting “start session” from the Welcome Screen. From your floating menu bar, click on the down arrow (▼) to open the Options menu and select “Loan/Register Clickers.”



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



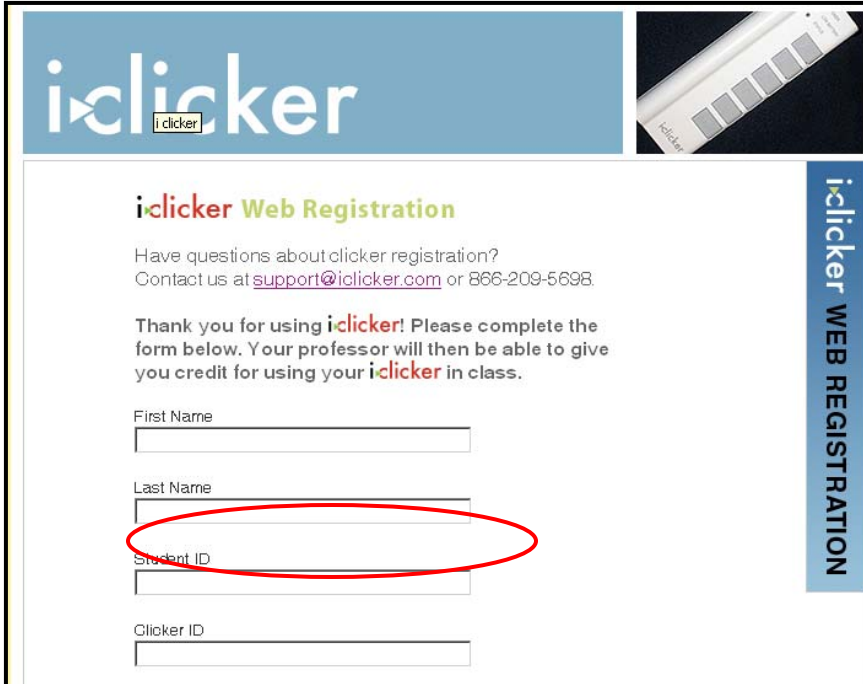
3. The names from your Blackboard roster will populate the roll call list, and students can then follow the on-screen instructions to register their clickers.



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.

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



iClicker

iClicker Web Registration

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

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

First Name

Last Name

Student ID

Clicker ID

iClicker WEB REGISTRATION

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 a Blackboard 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.*

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 interface for the course 'Great Lakes Training'. It features a table with columns for 'Student ID', 'Total', and three sessions: '01/23/2008', '02/12/2008', and '02/12/2008-2'. Each session column has a 'Set Scores' button. The 'Total' column is highlighted in yellow. Below the table are several buttons for exporting data and synchronizing registrations.

Student ID	Total	01/23/2008 Set Scores	02/12/2008 Set Scores	02/12/2008-2 Set Scores
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

Output formatted for: **Blackboard {Ver 6, 6.3, 7}**

Buttons: Synchronize Student Web Registrations, Export Selected Session(s) as csv (Excel) file, Run / Update HTML Reports, Export All Session(s) as csv (Excel) file, Exit

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 Blackboard is your listed CMS on the lower left corner of the i>grader screen: Output formatted for: Blackboard [Ver 6, 6.3, 7]. Your choice of Blackboard 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 Blackboard grade book. If your students did not register using their Blackboard 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.

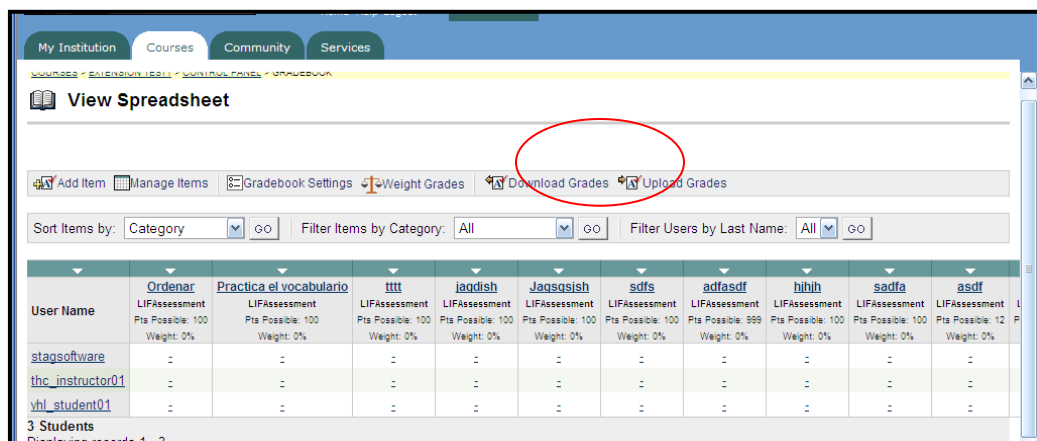
Troubleshooting tip: If you find that many of your students entered the wrong user ID when registering on the iclicker.com Web site, prompt them to uniformly re-register with their Blackboard user ID. The prior Web registration will not prevent your students from re-registering with the correct information.

Uploading grades from i>grader into Blackboard:

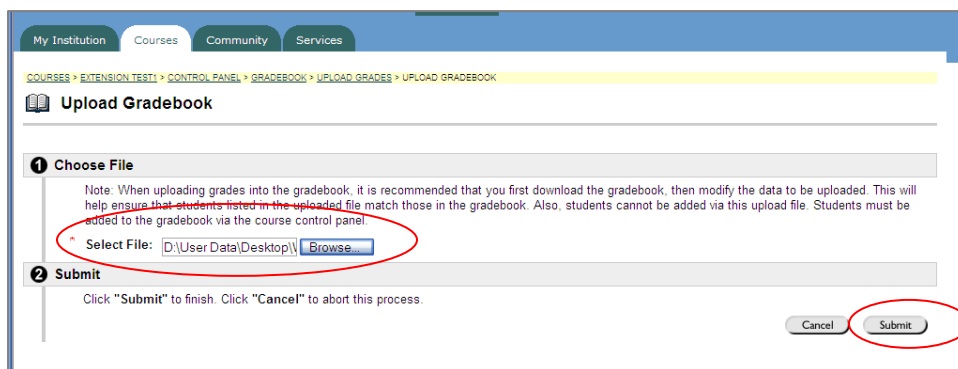
1. When your i>clicker session is complete, open i>grader. To export data from selected sessions, check the box at the top of each column you want to export, next to the session name or date. Then click Export Selected Sessions as csv file from the main i>grader screen. To export the whole term, click Export All Sessions. The scores will be saved in the i>clicker main course folder in a file called Uploadfile.csv.

Troubleshooting tip: 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.

2. Log into Blackboard (and into your course) and go back to "Gradebook." (Control Panel > Assessments > Gradebook)
3. Locate and select "Upload Grades."



4. Click the Browse button and find the UpLoadFile.csv file in your main course folder. Select it and click Open. It will appear in the field next to the Browse button. Then click Submit.



5. On the next screen, you will see a list of the i>clicker assignments under the heading “Choose Imported Item” or “Choose Uploaded Item” (note that if you’ve exported a single session from i>grader, there will only be one item under this heading). Select the assignments you want to upload.
6. Under the header “Choose Existing Item”, select “Create New Gradebook Item” so the grades appear in a new column in your gradebook. You may also select the existing gradebook item that corresponds to the iClicker assignment you are uploading.
7. Click Submit.
8. If you selected an existing gradebook item in Step 8, click OK on the prompt to replace the existing gradebook item, and then proceed to Step 10.

Troubleshooting Tip: *If you are creating a new gradebook item, you will see a screen to “Add/Modify Gradebook Item.” Alter the gradebook item’s settings as you choose. In order for the session to be scored correctly in your Blackboard Gradebook, be sure you enter an accurate value in the “Points Possible” field. Click Submit again to proceed.*

9. You will now see a confirmation screen that says “Gradebook item successfully updated.” Click OK.
10. You will now be presented with a screen titled “Choose Rows to Import” or “Choose Rows to Upload”. Select the students whose grades you wish to appear in the gradebook by checking the boxes on the left, or click the Select All link. Click Submit to see a second confirmation screen, and then click OK.
11. You will now be sent back to the Gradebook overview, where the new grades will appear. To add more assignments from the i>grader file, repeat steps 5-11. You may no longer see the confirmation screen in step 10, since the file has already been uploaded.

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