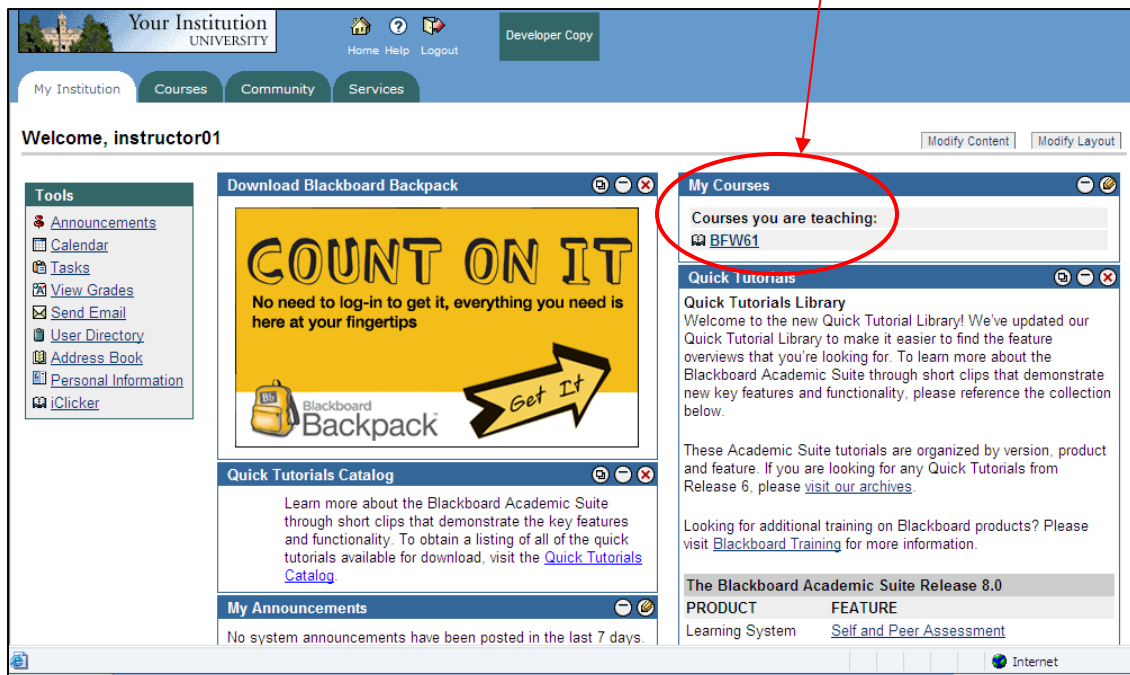
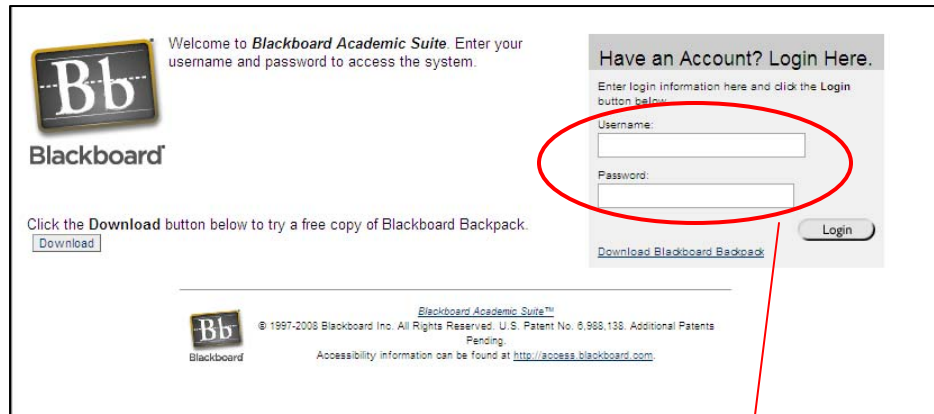




Using Blackboard (Version 8) and i>clicker

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.

The screenshot shows the Blackboard course interface. At the top, there is a header for 'Your Institution UNIVERSITY' with navigation links for 'Home', 'Help', and 'Logout'. Below this is a secondary navigation bar with 'My Institution', 'Courses', 'Community', and 'Services'. The left navigation bar is expanded, showing various options. The 'Tools' section is highlighted, and 'Control Panel' is circled in red. The main content area shows 'Announcements' for the course 'BFW61 (BFW61)'. It includes filters for 'VIEW TODAY', 'VIEW LAST 7 DAYS', 'VIEW LAST 30 DAYS', and 'VIEW ALL'. The date range is 'July 23, 2008 - July 30, 2008', and it states 'No announcements found.' At the bottom, there is a copyright notice for Blackboard Academic Suite.

3. In the “Assessment” area, select “Grade Center.”

The screenshot shows the Blackboard course interface with the 'Control Panel' selected. The main content area is titled 'BFW61: BFW61 - Instructor01 instructor01 instructor01 (Instructor)'. It features a grid of navigation links. The 'Assessment' section is highlighted, and 'Grade Center' is circled in red. Other sections include 'Content Areas', 'Course Tools', 'Course Options', 'User Management', and 'Help'.

Content Areas	
Course Information	Assignments
Course Documents	External Links

Course Tools	
Announcements	Digital Dropbox
Course Calendar	Glossary Manager
Staff Information	Messages
Tasks	Course Objectives
Send Email	Blackboard Scholar®
Discussion Board	SafeAssign
Collaboration	Self and Peer Assessment

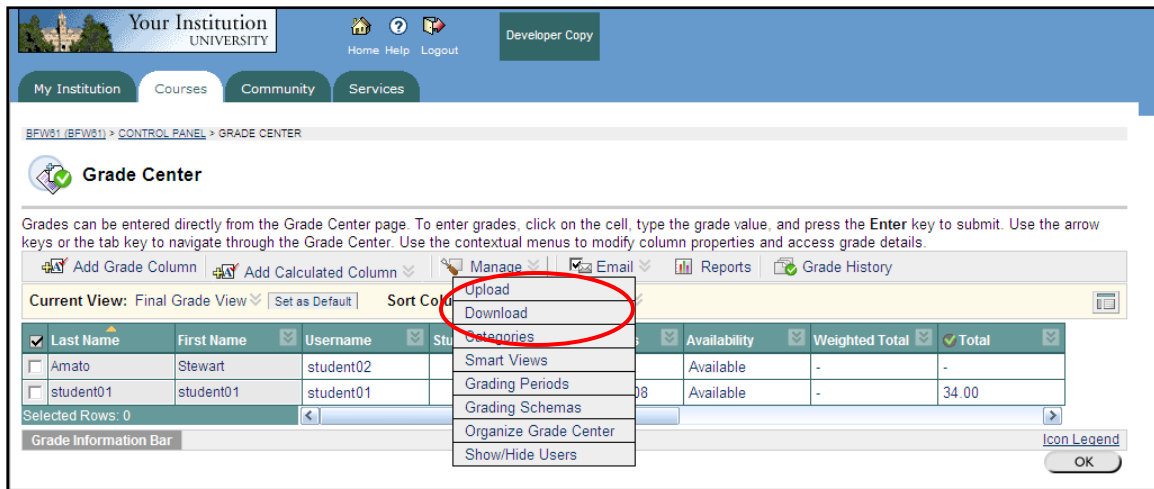
Course Options	
Manage Course Menu	Course Copy
Course Design	Import Course Cartridge
Manage Tools	Import Package
Settings	Export Course
Recycle Course	Archive Course

User Management	
List / Modify Users	Enroll User
Create User	Remove Users from Course
Batch Create Users	Manage Groups

Assessment	
Test Manager	Grade Center
Survey Manager	Performance Dashboard
Pool Manager	Early Warning System
Course Statistics	

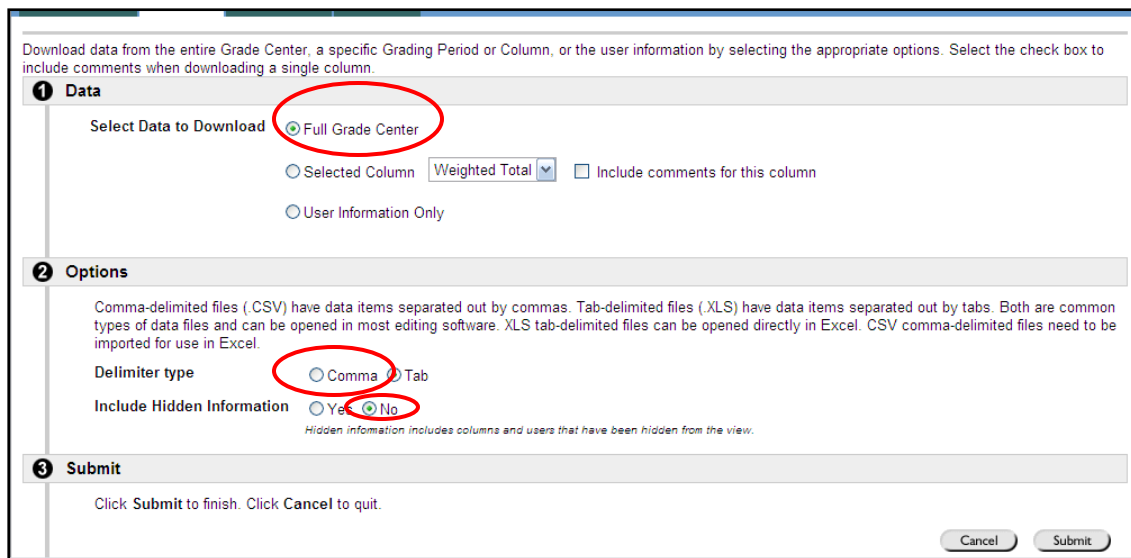
Help	
Support	Contact System Administrator
Manual	Quick Tutorials

4. Under “Manage,” select “Download.”

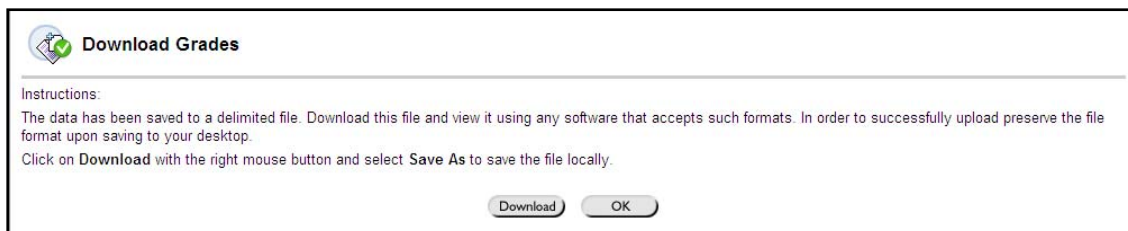


5. From the “Download” page, select:
“Full Grade Center” from the “Data to Download” option
“Comma” as the “Delimiter type”
“No” in response to “Include Hidden Information”

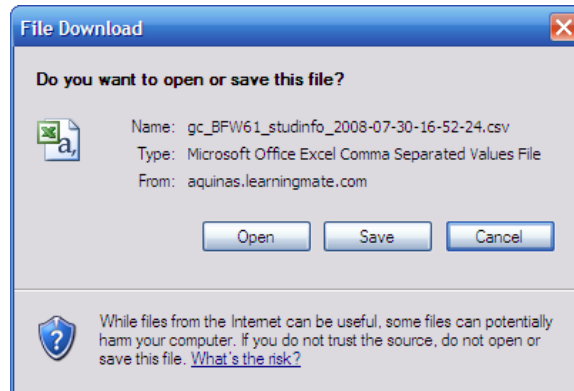
Click “Submit.”



From the “Download Grades” page, select “Download.”



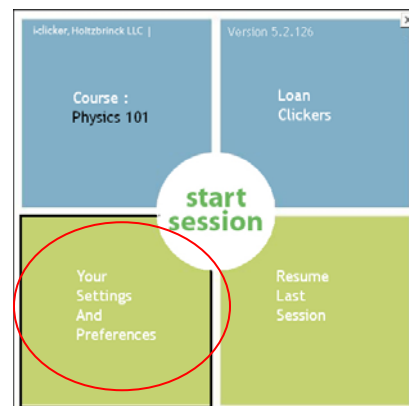
6. Save the file to a location where it can be easily found, such as your desktop or directly into your MyCoursePC/MyCourseMac folder.



7. Find the file on your computer. It will be named with your course details and the date/time/seconds. **Rename the file to gb_export.csv**. If you did not save the file directly into your MyCourse folder, 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).

Troubleshooting tip: To be safe, we recommend that you open the CSV file to make sure that file includes student last name, student first name, and student Blackboard ID. This should be automatic when you select "Full Grade Center" from the "Data to Download" option but it is also best to double-check your download to avoid future confusion.

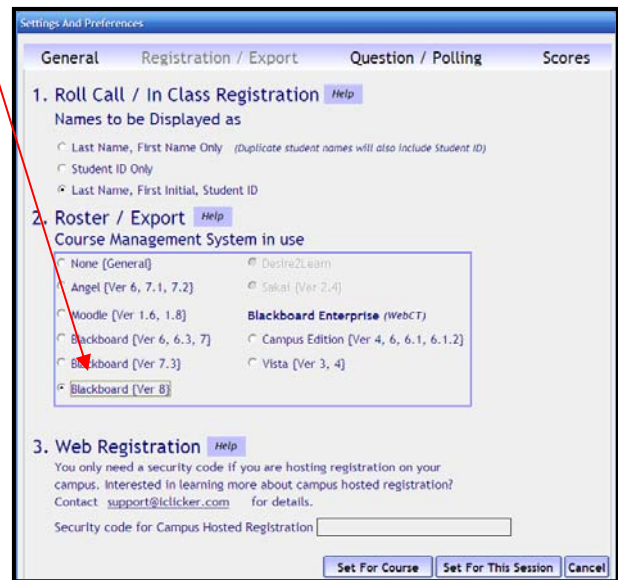
8. Start the i>clicker program. From the welcome screen, select "Your Settings and Preferences."



10. Locate the “Registration/Export” tab.

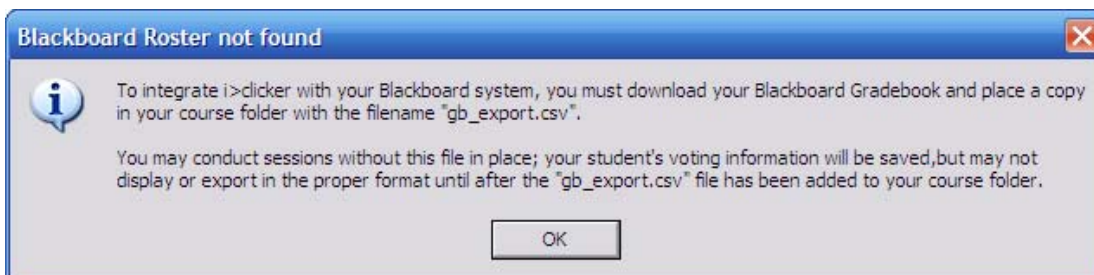
11. Under “Course Management System in Use,” select “Blackboard (Ver 8).”

12. At the bottom of the screen, choose “Set for Course.”



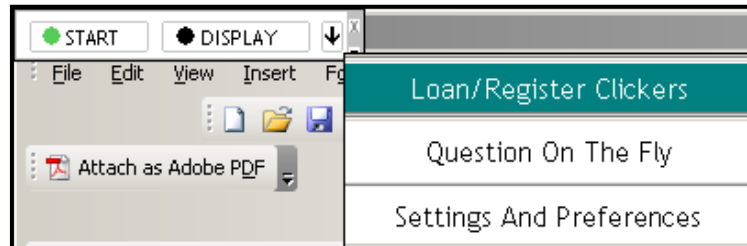
Troubleshooting tip: Unless your institution is hosting registration on campus/locally, the Security Code for Web Synchronization should either be blank, or contain “SQL” in the field. (The first release of i>clicker required a special school code for each institution; we’ve since eliminated that requirement.)

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.

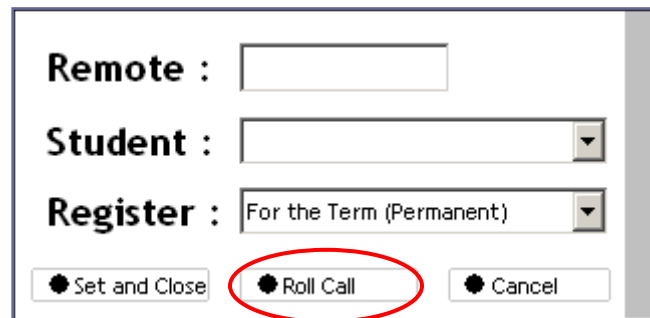


When Using Roll Call/In Class Registration

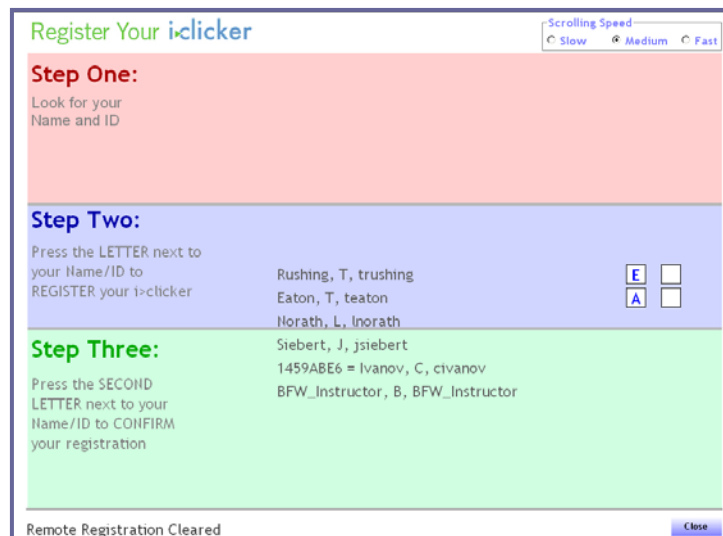
1. Make sure your base is connected to your computer. Open i>clicker by double-clicking the iclicker.exe icon in your course folder and selecting “start session” from the Welcome Screen. From your floating menu bar, click on the down arrow (▾) to open the Options menu and select “Loan/Register Clickers.”



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

A screenshot of the 'Loan/Register Clickers' dialog box. It contains three input fields: 'Remote' (empty), 'Student' (empty dropdown), and 'Register' (set to 'For the Term (Permanent)'). At the bottom, there are three buttons: 'Set and Close', 'Roll Call' (circled in red), and 'Cancel'.

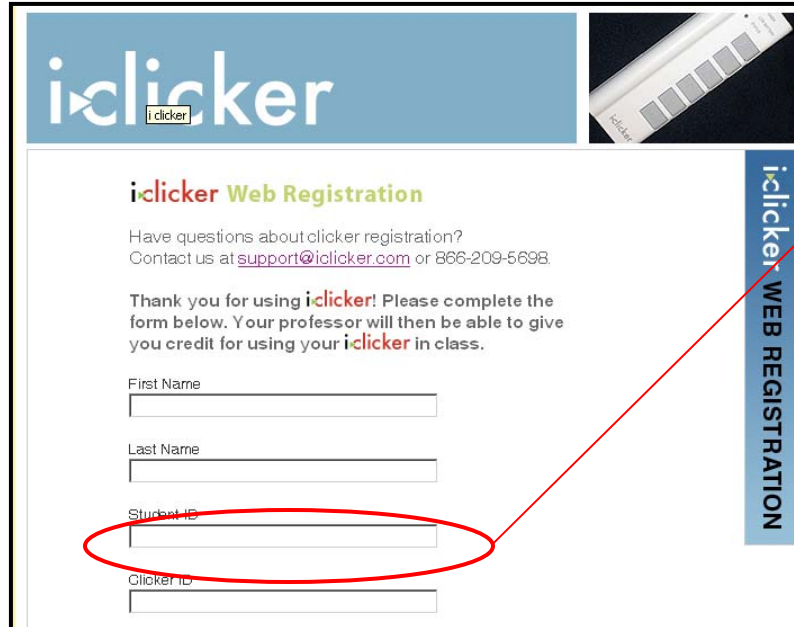
3. The names from your Blackboard roster will populate the roll call list, and students can then follow the on-screen instructions to register their clickers.

A screenshot of the 'Register Your i>clicker' screen. The screen is divided into three colored sections: Step One (pink), Step Two (blue), and Step Three (green). Step One says 'Look for your Name and ID'. Step Two says 'Press the LETTER next to your Name/ID to REGISTER your i>clicker' and lists names: Rushing, T, trushing; Eaton, T, teaton; and Norath, L, lnorath. Step Three says 'Press the SECOND LETTER next to your Name/ID to CONFIRM your registration' and lists IDs: Siebert, J, jsiebert; 1459ABE6 = Ivanov, C, civanov; and BFW_Instructor, B, BFW_Instructor. There are 'E' and 'A' buttons next to the names. At the bottom, it says 'Remote Registration Cleared' and has a 'Close' button. A 'Scrolling Speed' control is in the top right corner.

Web Synchronization (Synchronizing Student Registrations)

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 Blackboard user ID as their student ID on this site.



The screenshot shows the iClicker Web Registration page. At the top left is the iClicker logo. Below it, the text reads "iClicker Web Registration". There is a link for support: "support@iclicker.com" or "866-209-5698". A thank you message follows: "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." The form has four input fields: "First Name", "Last Name", "Student ID", and "Clicker ID". The "Student ID" field is circled in red. A red arrow points from this field to a callout box on the right.

In the Student ID field, your students should enter their Blackboard IDs.

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. **We have provided First Day of Class materials (PowerPoint slides, syllabus attachment, web flyer) you can customize and use for these purposes. You can find those under the "Downloads" section of www.iclicker.com.***

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 i>grader interface for the course 'Blackboard Test'. The table below displays student scores for four sessions: 05/29/2008, 05/29/2008-2, 05/29/2008-3, and 07/15/2008. The 'Total' column is highlighted in yellow. The 'Output formatted for Blackboard (Ver 8)' dropdown is circled in red.

Last Name	Total	05/29/2008	05/29/2008-2	05/29/2008-3	07/15/2008
qa.stu Average: 0.11	2.25	Ab	Ab	Ab	Ab
qa.stu01 Average: 0.6	12	Ab	Ab	Ab	Ab
testuserbfw02 Average: 0.7	14	Ab	2.5	2	Ab
#10DDCB06 Average: 0.12	2.5	Ab	Ab	Ab	Ab
#110C2D30 Average: 0.02	0.5	Ab	Ab	Ab	Ab
#11A2FD4E Average: 0.1	2	Ab	Ab	Ab	2

Troubleshooting Tip: If you do not see a column of remotes in red on 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 8]. 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 match the 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 center. 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.

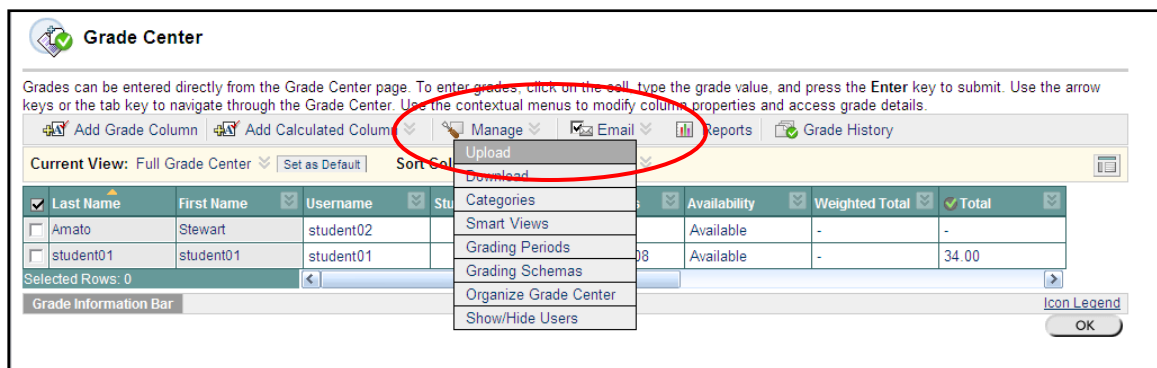
Troubleshooting tip: If you find that many of your students entered the wrong user ID when registering on the iclicker.com Web site, prompt them to uniformly re-register with their Blackboard user ID. The prior Web registration will not prevent your students from re-registering with the correct information.

Uploading grades from i>grader into Blackboard 8:

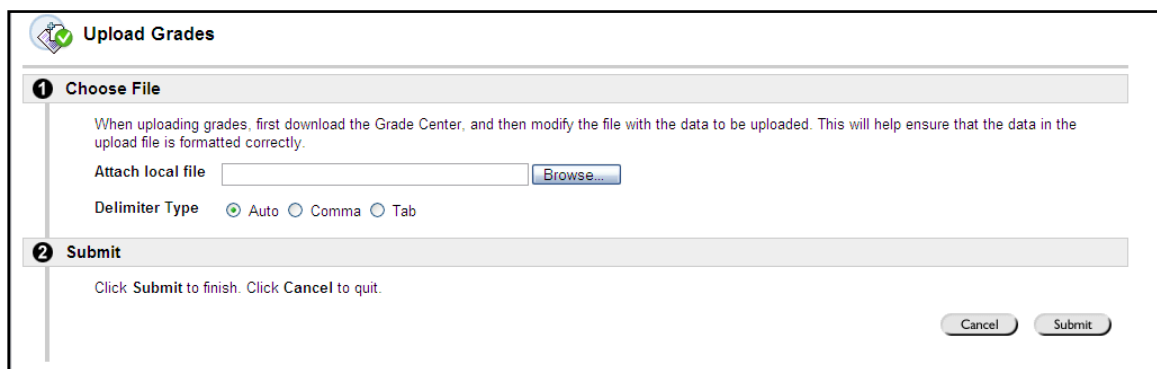
1. When your i>clicker session is complete, open i>grader. To export data from selected sessions, check the box at the top of each column you want to export, next to the session name or date. Then click Export Selected Sessions as csv file from the main i>grader screen. To export the whole term, click 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 “Grade Center.” (Control Panel > Assessment > Grade Center)
3. Locate and select “Upload Grades” from the “Manage” tab.



4. Under “Choose File > Attach local file” Click the Browse button and find the UploadFile.csv file in your main i>clicker course folder
Select it and click Open. It will appear in the field next to the Browse button. Set the the “Delimiter type” as “Comma.”



Click Submit.

- On the next screen (“Upload Grades Confirmation”), you will see a list of the i>clicker assignments under the heading “Uploading Column.” Choose the assignments you want to upload via selecting/de-selecting the check boxes in the “Upload” column. Note that if you’ve exported a single session from i>grader, there will only be one item under this heading. Hit “Submit.”

Upload Grades Confirmation

Review the list below and select what to upload, then click on Submit.

Upload	Uploading Column	Match	Grade Center Column	Data Preview	Messages
<input checked="" type="checkbox"/>	Total			12.5,0.5	New column will be added.
<input checked="" type="checkbox"/>	01/23/2008			0.0,5	New column will be added.
<input checked="" type="checkbox"/>	New Name			0.0	New column will be added.
<input checked="" type="checkbox"/>	RENAME			0.0	New column will be added.
<input checked="" type="checkbox"/>	03/12/2008			0.0	New column will be added.
<input checked="" type="checkbox"/>	Rename			0.0	New column will be added.
<input type="checkbox"/>	05/15/2008			0.0	New column will be added.
<input checked="" type="checkbox"/>	05/15/2008-2			0.0	New column will be added.
<input checked="" type="checkbox"/>	05/15/2008-3			0.0	New column will be added.
<input checked="" type="checkbox"/>	05/15/2008-4			0.0	New column will be added.
<input checked="" type="checkbox"/>	05/15/2008-5			0.0	New column will be added.
<input checked="" type="checkbox"/>	05/15/2008-6			0.0	New column will be added.
<input checked="" type="checkbox"/>	05/28/2008			2.5,0	New column will be added.
<input checked="" type="checkbox"/>	05/28/2008-2			0.0	New column will be added.
<input checked="" type="checkbox"/>	05/28/2008-3			0.0	New column will be added.
<input checked="" type="checkbox"/>	05/28/2008-4			0.0	New column will be added.
<input checked="" type="checkbox"/>	05/28/2008-5			2.0	New column will be added.
<input checked="" type="checkbox"/>	05/29/2008			2.5,0	New column will be added.
<input checked="" type="checkbox"/>	05/29/2008-2			2.5,0	New column will be added.

- You will now be returned to the main Grade Center page and will see “Success” alerts detailing the grades and columns that have been added. Click OK. Your students’ i>clicker scores will now be present/saved in your Blackboard 8 grade book.

BPW81 (BPW81) > CONTROL PANEL > GRADE CENTER

SUCCESS: Total Grades Uploaded: 14

SUCCESS: New Columns Added: Total, 01/23/2008, 05/28/2008, 05/28/2008-5, 05/29/2008, 05/29/2008-2, 05/29/2008-3.

Grade Center

Grades can be entered directly from the Grade Center page. To enter grades, click on the cell, type the grade value, and press the **Enter** key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. Use the contextual menus to modify column properties and access grade details.

Add Grade Column
 Add Calculated Column
 Manage
 Email
 Reports
 Grade History

Current View: Full Grade Center | Set as Default | Sort Columns By: Layout Position

Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total	Total
Amato	Stewart	student02			Available	-	-
student01	student01	student01		July 28, 2008	Available	-	34.00

Selected Rows: 0

Grade Information Bar

Icon Legend

OK

- You will now be sent back to the Grade Center overview, where the new grades will appear. To add more assignments from i>grader, repeat steps 4-6.

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